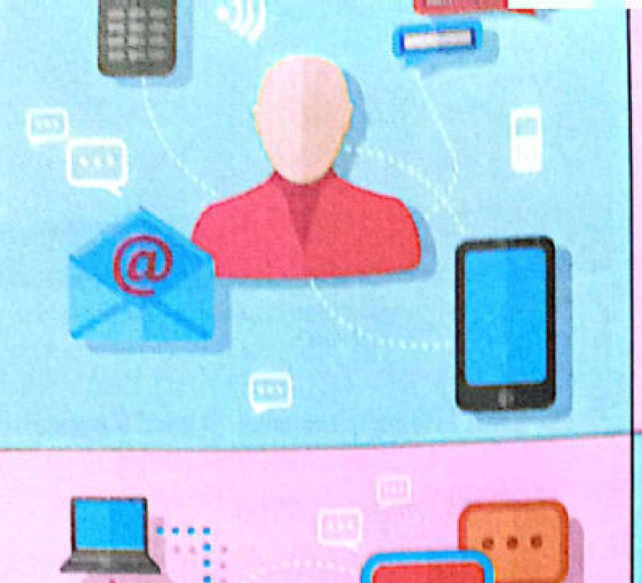

PONY
ICT
5th
PRIMARY
SECOND TERM
2024
By
Mr. Ahmed Omara
Eng. Osama Youssef

Contents

Theme 3 Digital Citizenship

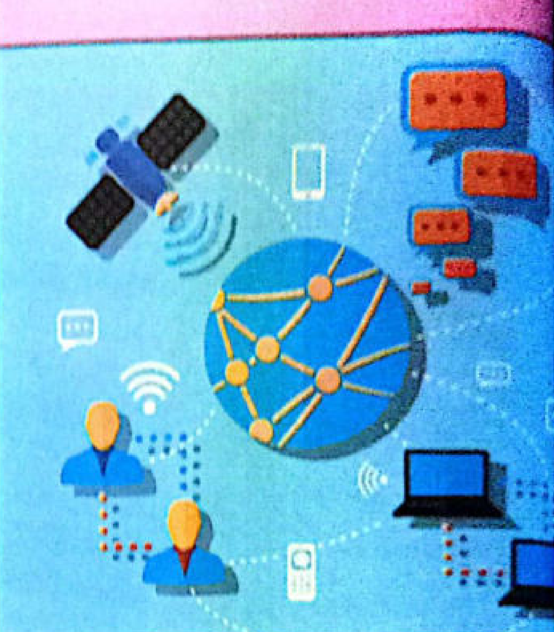
Theme 4 Software Projects











Theme Lessons:

Scope and Sequence



Theme 3

Digital Citizenship

Essential Question:
How can ICT tools help us connect with people all over the world

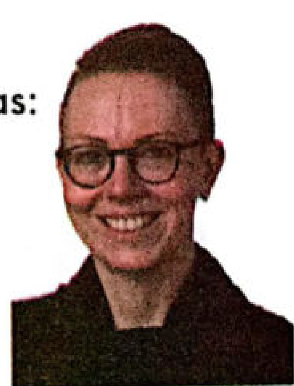
Lesson	Topics	Skills Integration		
		Life Skills	Values	Issues and Challenges
LESSON 1 Explorer in Action	• The importance of digital citizenship. • Identifying digital platforms to share and store information • Environmental concerns	**Learn to know:** Problem-solving	**Scientific values:** Appreciation of science and scholars	**Citizenship issues:** National unity; loyalty and belonging **Globalization issues:** Digital citizenship
LESSON 2 Digital Citizenship and Social Responsibility	• Social responsibility • Corporate social responsibility	**Learning to know:** Critical thinking **Learning to live together:** Communication	**Personal values:** Independence Co-existence values: respect	**Globalization issues:** Technological awareness, digital citizenship **Citizenship values:** Awareness of rights and responsibilities, belonging
LESSON 3 Online Communication	• Tone of online communication	**Learning to do:** Decision-making **Learning to know:** Critical thinking **Learning to live together:** Communication	**Academic values:** Appreciation of technology	**Environment and development issues:** social Participation **Globalization issues:** Technological awareness
LESSON 4 Information Websites	• Information websites • Helpful website features • Website creation	**Learning to know:** Problem-solving	**Scientific values:** Appreciation of science and scholars	**Globalization issues:** Technological awareness
LESSON 5 Commercial and Non-Commercial Internet Services	• Commercial and non-commercial internet services	**Learning to know:** Critical thinking	**Work values:** Perseverance	**Globalization issues:** Technological awareness
LESSON 6 Using ICT for Content Creation	• Collections - Microsoft Edge • Writing help - Microsoft Editor	**Learning to know:** Creativity	**Work values:** Cooperation	**Globalization issues:** Technological awareness
LESSON 7 How to Choose Online Sources	• Using sources for research	**Learning to know:** Problem-solving **Learning to do:** Decision-making	**Scientific values:** Appreciation of science and scholars	**Citizenship issues:** National unity; loyalty and belonging **Globalization issues:** Technological awareness
LESSON 8 Choosing between Synchronous and Asynchronous Communication	• Synchronous & asynchronous Communication	**Learning to live together:** Communication **Learning to do:** Productivity	**Live with others values:** Sharing	**Globalization issues:** Civilizational communication **Globalization issues:** Digital citizenship **Globalization issues:** Technological awareness



In this theme, you will learn how to use different digital sources and ICT tools to acquire, create, and share information. You will learn how internet resources are used to communicate and the features that they should include. You will also learn how to analyze the reliability of websites and the products and services they offer. Finally, you'll use online tools to communicate and share information, choosing the form of communication most suited for the task.

Lesson 1 Explorer in Action

Peg Keiner



» She is from Chicago in the United States and works as:

1. A National Geographic Explorer.
2. A Global Goals Ambassador for United Nations Association Chicago Chapter.
3. The Director of Innovation at a school in Chicago.

« بيج كينر

من مدينة شيكاغو في الولايات المتحدة الأمريكية، وتعمل:

1. مستكشفة في منظمة ناشيونال جيوجرافيك.
2. سفيرة للأهداف العالمية لدى الأمم المتحدة.



3. مديرة الابتكار في مدرسة في مدينة شيكاغو.

» At the start of the COVID-19 pandemic in 2020:

- Ms. Keiner noticed that there was a lot of litter from COVID PPE (Personal Protective Equipment).
- PPE, such as:
  1. Facemasks
  2. Disposable gloves
- She decided to help spread awareness of the dangers of litter.

« في بداية جائحة كوفيد - 19 في عام 2020:



- لاحظت كينر وجود الكثير من القمامة الناتجة عن معدات الوقاية الشخصية مثل:
  1. الكمامات.
  2. القفازات التي تُستخدم لمرة واحدة.
- فقررت المساعدة في نشر الوعي بمخاطر القمامة.



Covid-19

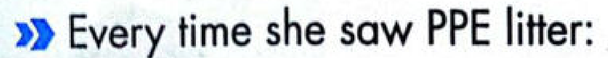
The Role of Ms. Keiner in Tracking PPE Litter

دور السيدة كينر في تتبع مخلفات معدات الوقاية الشهرية

Theme 3



- Ms. Keiner used an app called the Debris Tracker



- Every time she saw PPE litter:
  1. She took a photo of the litter.
  2. She recorded its location.
  3. She described the kind of litter (paper, plastic, etc.).



- استخدمت السيدة كينر تطبيقًا يُسمى «متعقب المخلفات»:
- في كل مرة كانت ترى فيها مخلفات معدات الوقاية الشخصية:

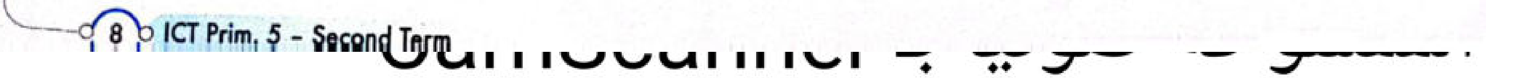
1 كانت تلتقط صورة للقمامة. 2 كانت تُسجِّل موقعها. 3 تصف نوع القمامة (ورق، بلاستيك... إلخ).

- Ms. Keiner wasn't collecting litter data alone.
- She educated third- through fifth-grade students on the impact of litter, including PPE, on the environment.
- She taught them to use the Debris Tracker, and to collect data on litter and analyze it.

- لم تكن السيدة كينر تجمع بيانات القمامة بمفردها؛ حيث قامت بتعليم التلاميذ من الصف الثالث حتى الخامس مدى تأثير القمامة على البيئة، بما في ذلك معدات الوقاية الشخصية.
- قامت بتعليمهم كيفية استخدام تطبيق «تتبع المخلفات»؛ حيث قاموا بجمع البيانات عن القمامة وتحليلها.

- On Twitter and Instagram, Ms. Keiner used the hashtag #trackingppe.
- She piloted social media campaigns to encourage followers in 60 countries to collect PPE Debris and data.
- Eventually, there was a lot of data about PPE litter in the Debris Tracker.

- أطلقت السيدة كينر هاشتاج #trackingppe على تويتر وإنستجرام.
- قادت حملات على وسائل التواصل الاجتماعي لتشجيع المتابعين في 60 دولة على جمع مخلفات معدات الوقاية الشخصية والبيانات حولها.
- في النهاية، كان هناك الكثير من البيانات حول مخلفات معدات الوقاية الشخصية في جهاز تتبع المخلفات.



- The data uploaded by Ms. Keiner, her colleagues, and her followers is in the form of:
  1. GPS map locations
  2. Infographics showing the different kinds of debris.
- Researchers **analyzed** this data and used the results, which highlight the effects of PPE debris on life, to request change.

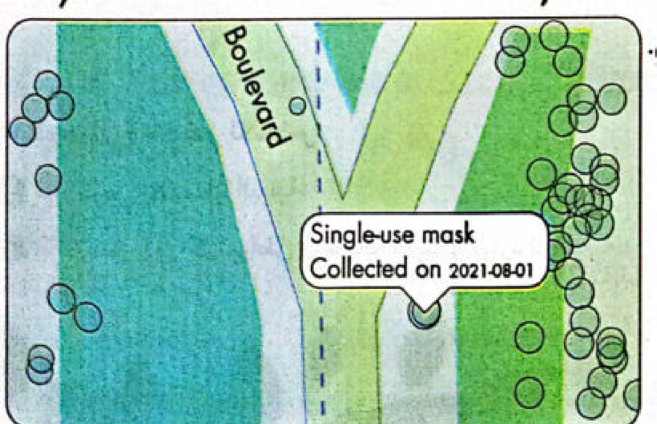
- **البيانات التي تم تجميعها من قِبَل السيدة كينر وزملائها ومتابعيها هي على شكل:**
  1. مواقع خريطة GPS. 2. رسوم بيانية تُوضِّح الأنواع المختلفة من المخلفات.
- قام الباحثون بتحليل تلك البيانات واستخدموا النتائج؛ لتسليط الضوء على تأثير مخلفات معدات الوقاية الشخصية على الحياة للمطالبة بالتغيير.

Debris Tracker: تطبيق «متعقب المخلفات»

- It is a **free** app that can be downloaded on mobile.
- It records the **location** with GPS.
- **It collects data; the user can view and gather the data on a spreadsheet that includes:**

1	2	3	4
The location	The material type	Its date	Its name

- Then it displays each type on the map as **a blue dot**.
- The data can be viewed as **a pie chart** or **a bar graph**.
- The data is stored on the Debris Tracker website and is available for anyone to download and analyze.



- هو تطبيق مجاني يمكن تنزيله على الهاتف المحمول.
- يقوم بتسجيل الموقع باستخدام GPS.
- **يقوم بجمع البيانات؛ حيث يمكن للمستخدم عرض وجمع البيانات في جدول يتضمن:**
  1. الموقع.
  2. نوع المادة التي صُنعت منها المخلفات.
  3. تاريخ جمع المخلفات. 4. اسمها.
- ثم يعرض كل نوع على الخريطة كنقطة زرقاء.
- يمكن عرض البيانات على شكل رسم بياني دائري أو عمودي.
- يتم تخزين البيانات على الموقع الإلكتروني لـ«متعقب المخلفات»، وهي متاحة لأي شخص لتنزيلها وتحليلها.

The "Go Green" Initiative

مبادرة «اتحضر للأخضر»





» Social responsibility is the basis on which the Egyptian Ministry of Environment started an initiative in 2019.

- It is part of the National Sustainable Development Strategy, "Egypt 2030."
- It covers 36 environmental issues and encourages a more responsible attitude toward plastic waste and other debris.

« المسئولية الاجتماعية هي الأساس الذي بدأت عليه وزارة البيئة المصرية المبادرة في عام 2019.

- تأتي هذه المبادرة في إطار الإستراتيجية القومية للتنمية المستدامة «مصر 2030».
- وتشمل 36 قضية بيئية، وتُشجع على اتباع نهج أكثر مسئولية في التعامل مع المخلفات البلاستيكية وغيرها من أنواع المخلفات.

» Its Goals:

1. Spread awareness of environmental issues.
2. Emphasizes each citizen's role in protecting the environment and natural resources.

« أهداف مبادرة اتحضر للأخضر:

1. نشر الوعي بالقضايا البيئية.
2. التأكيد على دور كل مواطن في حماية البيئة والموارد الطبيعية.



Exercises on Lesson 1

1 Choose the correct answer:

1. Personal protective equipment includes .... and disposable gloves. [الإسكندرية - العامرية 2023]
   a. facemasks b. PPE c. GPS d. hashtag
2. The Debris Tracker app records the location using .... [الفيوم - إدارة شرق 2023]
   a. PPE b. GPS c. IMS d. GPR
3. Ms. Keiner used an app called .... to collect data about PPE litter.
   a. the Debris Tracker b. Zoom
   c. Skype d. MS Word [البحيرة- دمنهور 2023]
4. The data uploaded by Ms. Keiner, her colleagues, and her followers is in the form of .... showing different kinds of debris.
   a. GPS map locations b. infographics
   c. a and b d. none of the previous
5. The "Go Green" initiative aims to spread awareness of .... issues.
   a. educational b. environmental c. medical d. a&b [دمياط 2023]
6. The Egyptian Ministry of Environment started the "Go Green" initiative in 2019 on the basis of ....
   a. social studies b. social responsibility
   c. Geological Studies d. all the previous
7. Ms. Keiner used the .... (#trackingppe) on Twitter and Instagram.
   a. posts b. tag c. hypertext d. hashtag
   [القليوبية - العبور2023]
8. Ms. Keiner's students collected data on litter and .... them.
   a. shared b. analyzed c. deleted d. remove
9. The Egyptian Ministry of Environment started an initiative called "........".
   [الإسكندرية - شرق 2023]
   a. Debris Tracker b. Covid PPE c. Go Green d. a and b

2 Put (✓) or (✗):

1. PPE is an abbreviation for personal protective equipment. (   )
2. The Debris Tracker app can be downloaded on your phone for free. [الفيوم - إدارة شرق 2023] (   )
3. Ms. Keiner was collecting litter data alone. (   )
4. Twitter and Instagram are common social media platforms. (   )
5. Ms. Keiner teaches students to use Instagram. (   )
6. Anyone can download the Debris Tracker app on his/her phone for free. [الدقهلية - بلقاس 2023] (   )
7. The "Go Green" initiative covers 36 environmental issues. (   )
8. The data uploaded to the Debris Tracker was analyzed and the results were used by researchers. (   )
9. Ms. Keiner used social media campaigns to encourage followers to collect PPE. [الإسكندرية - إدارة وسط 2023] (   )
10. Peg Keiner decided to spread awareness about using ICT tools. (   )
11. The Ministry of Environment started the "Go Green" initiative. (   ) [الإسكندرية - العجمي 2023]
12. Egypt's "Go Green" initiative spreads awareness of environmental issues. [الأزهر الشريف 2023] (   )

3 Complete the missing parts using the words between the brackets:

(Debris Tracker - #trackingppe - PPE - Go Green – Instagram)

1. " .... " spreads awareness of environmental issues.
2. .... includes facemasks and disposable gloves.
3. Ms. Keiner uses the .... app to upload a lot of data about PPE litter.
4. Ms. Keiner used the hashtag .... on social media.
5. .... is one of the famous social media platforms.

Lesson 2 Digital Citizenship and Social Responsibility

Digital citizenship As a digital citizen, you have both rights and responsibilities.

المواطنة الرقمية: كمواطن رقمي، لديك حقوق وعليك مسئوليات.

Rights الحقوق

1. Privacy
2. Protection from piracy
3. Ability to engage with others online
4. Provide and access information online
5. Ability to use the internet when you need to.



1. الخصوصية.
2. الحماية ضد القرصنة.
3. القدرة على التفاعل مع الآخرين عبر الإنترنت.
4. مشاركة المعلومات والحصول عليها عبر الإنترنت.
5. القدرة على استخدام الإنترنت عندما تحتاج إلى ذلك.

Responsibilities المسئوليات

1. Respect others' privacy.
2. Respect various sources.
3. Exhibit positive behaviour in interactions with others.
4. Ensure safe sharing online.




1. احترام خصوصية الآخرين.
2. احترام المصادر المتنوعة.
3. إظهار سلوك إيجابي في التعامل مع الآخرين.
4. الحرص على التشارك الآمن عبر الإنترنت.

Social Responsibility المسئولية الاجتماعية

SOCIALRESPONSIBILITY

» Peg Keiner uses social media to spread information about how to safely get rid of PPE in the environment.

» **You can also use the internet to:**

1. Help others via social media.
2. Contribute in social activities that help solve social issues, like:

1 Improving health care	2 Fighting pollution	3 Fighting the factors affecting climate change

» تستخدم بيج كينر وسائل التواصل الاجتماعي لنشر معلومات حول كيفية التخلص الآمن من معدات الوقاية الشخصية في البيئة.

» **يمكنك أيضًا استخدام الإنترنت من أجل:**

1. مساعدة الآخرين عبر وسائل التواصل الاجتماعي.
2. **المساهمة في الأنشطة الاجتماعية التي تساعد في حل القضايا الاجتماعية، مثل:**

① تحسين الخدمات الصحية. ② مكافحة التلوث. ③ مكافحة العوامل المؤثرة في تغيرات المناخ.



Remember

1. Express your opinions in a **positive** way.
2. Think about how you would communicate with people in person, and how to respect their opinions.
3. You may have information sources about a cause (like videos or articles)
   - Be sure that they are **accurate** and **easy to understand**.
4. Don't spread false information.
5. Make sure the information you share and its purpose are **clear**.
6. Being socially responsible also includes being mindful of the websites you use.
7. If a site is spreading false or harmful information, either through their own content or content they advertise, **stop visiting** that site.

» **يمكنك أيضًا استخدام الإنترنت من أجل:**

1. التعبير عن رأيك بإيجابية.
2. فكِّر في كيفية التواصل مع الآخرين مباشرة، وكيفية احترام آرائهم.
3. إذا كان لديك مصادر معلومات حول موضوع أو قضية معينة (مثل: مقاطع الفيديو أو المقالات)، فيجب عليك التأكد من أن المصادر دقيقة ويسهل فهمها.
4. لا تنشر معلومات كاذبة.
5. تأكَّد من وضوح المعلومات التي تشاركها والغرض منها.
6. المسئولية الاجتماعية تتضمن أيضًا الانتباه إلى مواقع الويب التي تستخدمها.
7. إذا كان أحد المواقع ينشر معلومات مزيفة أو ضارة، سواء من خلال المحتوى الخاص به أو المحتوى الإعلاني الذي يتضمنه، توقَّف عن زيارة ذلك الموقع.

Corporate Social Responsibility المسئولية الاجتماعية للمؤسسات

- Companies also use the internet to help others by:
  1. Addressing environmental concerns.
  2. Supporting important causes.
- This is called Corporate Social Responsibility (CSR).
- Today, many companies include CSR tasks as part of their business plans to provide help to communities around the world.

- يمكن للمؤسسات أيضًا استخدام الإنترنت لمساعدة الآخرين عن طريق:
  1. معالجة القضايا البيئية.
  2. تقديم الدعم للقضايا المهمة.
- هذا يُسمى المسئولية الاجتماعية للمؤسسات.
- في يومنا هذا، تُدرج العديد من المؤسسات المهام ذات الصلة بالمسئولية الاجتماعية ضمن خُطط أعمالها؛ لمساعدة المجتمعات المحلية في كافة أنحاء العالم.



Exercises on Lesson 2

1 Choose the correct answer:

1. Digital citizenship means you have rights, such as your ....
   a. privacy   b. location   c. keyboard   d. piracy

[الإسكندرية - العجمي 2023]

2. 📖 Respecting others' privacy is one of your .... as a digital citizen.
   a. rights   b. responsibilities   c. piracy   d. credibility

3. 📖 The ability to engage with others online is one of your .... as a digital citizen.
   a. responsibilities   b. rights   c. privacy   d. security

4. One of the responsibilities you have as a digital citizen is to ....
   a. ensure safe sharing online.   b. respect various sources
   c. a and b   d. none of the previous

5. One of your rights as a digital citizen is protection from ....
   a. sharing   b. piracy   c. privacy   d. b and c

[الإسكندرية - المنتزه أول 2023]

6. You can access information online as this is one of your .... as a digital citizen.
   a. responsibilities   b. rights   c. privacy   d. a and b

7. You should exhibit .... behavior in your interactions with others online.
   a. positive   b. negative   c. aggressive   d. dangerous

8. One of the ways to respect online sources is to .... them.
   a. ignore   b. credit   c. download   d. hack

9. You can use digital tools as .... to help others and contribute in social activities.

a. Microsoft Word b. social media c. the EKB d. Vlaby

[الجيزة - 6 أكتوبر 2023]

10. Make sure the information you share and its purpose are ....

a. clear b. unreliable c. personal d. harmful

11. 📖 If a site is spreading false or harmful information, you should ....

a. proceed visiting that site b. stop visiting that site

c. stop visiting the Internet d. all the previous

12. One of the objectives of corporate social responsibility is to ....

a. solve environmental issues

b. view social problems without solutions

c. hack sites d. none of the previous

[أبناؤنا في الخارج 2023]

2 Put (✓) or (✗):

1. One of your rights as a digital citizen is privacy on the internet. (   )

[الإسكندرية - وسط 2023]

2. Protection from piracy is one of your responsibilities as a digital citizen. (   )

[الدقهلية - بلقاس 2023]

3. As a digital citizen, you have the right to use the internet whenever you want. (   )

4. Piracy is one of your rights as a digital citizen. (   )

[الإسكندرية -المنتزه أول 2023]]

5. The factors affecting climate change are considered one of the most important social issues. (   )

6. You should visit sites that spread false information. (   )

[البحيرة - الدلنجات 2023]

7 Sharing and obtaining information are part of the responsibilities that you have as a digital citizen. (   )

[الغربية - زفتى 2023]

8 Being socially responsible includes not caring about the websites you use. (   )

9 You should spread false information. (   )

[القليوبية - العبور 2023]

10 Social responsibility is expressing your opinions positively and respecting others' opinions. (   )

[الإسكندرية - إدارة وسط 2023]

11 Corporates use the internet to help others. (   )

[الإسكندرية - المنتزه أول 2023]

12 CSR is an abbreviation for corporate social responsibility. (   )

3 Complete the missing parts using the words between the brackets:

(fighting pollution – Privacy – positive - CSR – Respecting others' privacy)

1 .... is one of your rights as a digital citizen.

2 .... is one of your responsibilities as a digital citizen.

3 You should exhibit .... behavior in your interactions with others.

4 We have social responsibility to help solve social issues, such as ....

5 .... means that companies support others by supporting important causes.

Test Yourself on Lessons 1&2

1 Choose the correct answer:

1. Personal protective equipment (PPE) includes ....
   a. facemasks　　b. disposable gloves
   c. a and b　　d. none of the previous
2. Every digital citizen has rights that they enjoy, such as ....
   a. the internet　　b. privacy　　c. websites　　d. piracy
3. Companies help others by addressing environmental concerns or supporting important causes. This is called ....
   a. CSR　　b. GPR　　c. PPE　　d. URL
4. Before sharing sources with others, you must be sure that they are ....
   a. old　　b. fake　　c. accurate　　d. untrusted
   [أبناؤنا في الخارج 2023]
5. The"............................" initiative was started by the Egyptian Ministry of Environment in 2019
   a. Go Green　　b. Twitter　　c. technology　　d. a and b
   [القليوبية - العبور2023]

2 Put (✓) or (✗):

1. The Debris Tracker is a free application that can be downloaded from a mobile phone. (　　)
   [القاهرة - المستقبل 2023]
2. One of your rights is protection from piracy. (　　)
   [القاهرة - المستقبل 2023]
3. You should spread false information. (　　)
4. Be sure the information you share, and its purpose are clear. (　　)
   [الإسكندرية - المنتزه أول 2023]
5. Ms. Keiner decided to spread awareness of the dangers of the internet. (　　)

3 Complete the missing parts using the words between the brackets:

(positive – Privacy – internet – Debris Tracker – responsibilities)

1. Companies use the .... to help others by supporting important causes. [الأزهر الشريف 2023]
2. .... is one of your rights as a digital citizen.
3. You should express your opinions in a .... way.
4. Respecting other's privacy is one of your .... as a digital citizen.
5. The .... app recorded locations with GPS.

Lesson 3 Online Communication

Tone of Online Communication
أسلوب التواصل عبر الإنترنت

» When communicating with a teacher, or a person of authority:

1. Be polite and respectful.
2. Use titles, for example, Mr., Mrs., or Dr.
3. Avoid making jokes.
4. Introduce yourself if you haven't met the person you're writing to yet.
5. Be clear about what your message is about.
   - State your reason for sending the message up front.



« إذا كنت تتواصل مع معلم أو شخص مسئول عبر الإنترنت:

1. كن مهذبًا.
2. استخدم الألقاب، مثل: السيد أو السيدة أو الدكتور.
3. تجنَّب الأسلوب الفكاهي.
4. احرص على تعريف نفسك إذا لم تقابل الشخص الذي تراسله من قبل.
5. كن واضحًا بشأن موضوع رسالتك، واذكر في المقدمة السبب الذي دفعك لإرسال الرسالة.

» When communicating with a peer or classmate you don't know well:

- Be sure to use their full first name.
- Don't abbreviate it.
- Don't use nicknames.

» The abbreviations or nicknames are only appropriate between close friends.

« إذا كنت تتواصل مع قرين أو زميل لك في الفصل لا تعرفه جيدًا:

- احرص على استخدام اسمه الأول كاملًا من دون اختصارات أو أسماء مستعارة.
- يكون استخدام الاختصارات أو الأسماء المستعارة مناسبًا فقط بين الأصدقاء المقربين.

» When communicating with a friend or a family member:

1. It's OK to be more casual in tone.
2. Remember to always be respectful.

« عندما تتواصل مع صديق أو أحد أفراد الأسرة:

- يمكن أن يكون أسلوب التواصل غير رسمي. • تذكَّر دائمًا أن تكون مهذبًا.



- When you are on a video call, your emotions will be visible to everyone.
- Feelings are sometimes more difficult to convey through written messages.





- عندما نتحدث عبر الفيديو نُظهر مشاعرنا وانفعالاتنا للجميع.
- من الصعب نقل المشاعر والانفعالات عبر الرسائل النصية أحيانًا.

Positive Online Communication
التواصل الإيجابي عبر الإنترنت

- Nonverbal communication is lost online and meaning can be misinterpreted negatively. **Why?**
  - **Because it does not explain:**
    - Tone of voice
    - Gestures
    - Posture
    - Eye contact
- As a result, it's important to be positive when communicating online.

- التواصل غير الشفهي يُفقَد خلال التواصل عبر الإنترنت، ويمكن أن يُساء فهم المعنى سلبًا. لماذا؟ لأنه لا يُوضِّح: نبرة الصوت، والإيماءات، والتواصل البصري.
- لذلك، من المهم أن نكون إيجابيين عند التواصل عبر الإنترنت.

How to be positive when communicating online.
كيف تكون إيجابيًا عند التواصل مع الآخرين؟



Use positive words:

Set a positive tone with words, such as can and will.

1 **استخدم كلمات إيجابية:**

- اجعل للكلام نبرة إيجابية باستخدام كلمات إيجابية، مثل: أستطيع، وسأفعل.



Avoid negative words:

Such as can't, won't, and unfortunately.

2 **تجنَّب الكلمات السلبية، مثل:**

- لا أستطيع، ولن أفعل، وللأسف.



Be conversational

- **Add warmth to your words using:**
  1. Familiar words
  2. Contractions
  3. Personal pronouns
  4. Simple sentence structure
- But be careful; you'll still need to use full sentences, proper grammar, and correct spelling.



3 كن حواريًا:

- أضف المودة إلى كلامك باستخدام: كلمات مألوفة - اختصارات - ضمائر شخصية - تركيب جُمَل بسيطة.
- تذكَّر أن تستخدم جُمَلًا كاملة وقواعد نحوية وإملائية صحيحة.



Use emojis:



- Emojis add tone and emotion.
- In more formal situations, it's usually safe to use one or two positive emojis.
- If you're unsure, only use emojis if the person you are communicating with uses them first.



4 استخدم الرموز التعبيرية:

- تضيف الرموز التعبيرية النبرة والمشاعر. • في المواقف الأكثر رسمية يمكن استخدام رمز تعبيري إيجابي أو اثنين.
- في حالة عدم تأكدك، يمكنك استخدام الرموز التعبيرية إذا استخدمها الشخص الذي تتواصل معه أولًا.



Begin and end with positive phrases:

- Use friendly or encouraging phrases, such as How are you?

5 استخدم العبارات الإيجابية في البداية والنهاية:

- استخدم العبارات اللطيفة والتشجيعية مثل: كيف حالك؟



Assume the best:

- It's easy to misinterpret online communication in a negative way.
- When this happens, try to identify what the person meant, rather than assuming they meant to be negative or hurt your feelings.

6 افترض الأفضل:

- من السهل إساءة فهم التواصل عبر الإنترنت سلبيًا. عندما يحدث ذلك، حاول أن تُحدِّد قصد الشخص، بدلًا من افتراض أنه قصد شيئًا سلبيًا، أو قصد أن يؤذي مشاعرك.

Exercises on Lesson 3

1 Choose the correct answer:

1. If you're communicating with your teacher, you should use ....
   a. jokes
   b. titles
   c. his first name
   d. all the previous [دمياط 2023]

2. When you're communicating with a person of authority, you should ....
   a. be respectful
   b. avoid making jokes
   c. use titles
   d. all the previous

3. When communicating with a peer you don't know well, be sure to use their full .... [الإسكندرية - شرق 2023]
   a. first name
   b. nickname
   c. abbreviation
   d. a and b

4. If you are writing to a person that you have never met, you should .... yourself first.
   a. introduce
   b. produce
   c. engage
   d. ignore

5. .... add(s) tone and emotion even in more formal situations.
   a. PowerPoint
   b. Chat
   c. Emojis
   d. Facts
   [الأزهر الشريف 2023]

6. Make sure the information you share is ....
   [الفيوم - إدارة شرق 2023]
   a. personal
   b. jokes
   c. clear
   d. untrusted

7. It's ok to be casual in tone if you're communicating with ....
   a. a person in authority
   b. a family member
   c. an unknown person
   d. your teacher

8. When you are on a/an ...., your emotions will be visible to everyone.
   a. video call
   b. email
   c. computer
   d. a and b
   [الإسكندرية - العامرية 2023]

9 Online communication can be positive when you ....

[الإسكندرية - المنتزه ثان 2023]

a. use positive words
b. assume the best
c. avoid negative words
d. all the previous

10 You should always use .... while communicating online.

a. positive words
b. emojis
c. negative words
d. titles

[الغربية - زفتى 2023]

11 Nonverbal communication doesn't show ....

a. eye contact
b. gestures
c. posture
d. all the previous

12 Even in more formal situations, it's usually safe to use .... positive emoji(s).

a. one
b. two
c. more
d. a and b

13 Be conversational when you are communicating online using ....

a. familiar words
b. abbreviations
c. a and b
d. none of the previous

2 Put (✓) or (✗):

1 Be polite and respectful when communicating online with others. (   )

[الإسكندرية - المنتزه أول 2023]

2 Be clear when writing to someone for the first time. (   )

3 Use nicknames when communicating with a classmate you don't know well. (   )

4 You must use positive words when communicating online with others. (   )

[القليوبية - العبور 2023]

5 When you are on a video call, your emotions will be invisible to everyone. (   )

[الإسكندرية - إدارة وسط 2023]

6. Abbreviations and nicknames are appropriate when you communicate with strangers. (   )
7. You should always be respectful when communicating with others. (   )
8. You can be more casual in tone with your teacher. (   )
9. When you are writing a message, your emotions will be visible to all. (   )

[البحيرة - دمنهور 2023]

10. When you are on a video call, your feelings are invisible. (   )
11. Even in formal situations, you can use emojis. (   )
12. Nonverbal communication is lost in online interaction, and can be negatively misinterpreted. (   )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Use titles	a. if you're communicating with a classmate you don't know well.
2 You can be more casual in tone.	b. if you haven't met the person you're writing to.
3 Don't abbreviate the name	c. if you're writing to your friend.
4 Introduce yourself	d. when communicating online.
5 Avoid negative words	e. when you are communicating with a teacher.

1 .... 2 .... 3 .... 4 .... 5 ....

Lesson 4 Information Websites

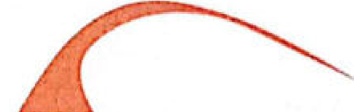
Examples of reliable online libraries

Egyptian Knowledge Bank



Egyptian Knowledge Bank
بنك المعرفة المصري

The Alexandria Digital Library



BIBLIOTHECA ALEXANDRINA
مكتبة الإسكندرية

The Egyptian Knowledge Bank (EKB) offers:

The world's largest collection of online educational resources, including

- Articles المقالات
- Dictionaries القواميس
- Encyclopedias الموسوعات
- Books الكتب
- Videos مقاطع الفيديو
- Audios الصوتيات
- Interactive files الملفات التفاعلية



- Free access for all Egyptian citizens.
- Content suitable for all ages.
- Safe and accurate sources.
- Files can be downloaded to your device.
- Material that is subject to copyright.



- يتيح استخدامًا مجانيًا لجميع المواطنين المصريين.
- محتوى مناسب لجميع الأعمار.
- مصادر آمنة ودقيقة.
- إمكانية تنزيل الملفات على أجهزتك الخاصة.
- مصادر تخضع لحقوق النشر.

Helpful website features

سمات مواقع الويب المفيدة

1 Search engines inside the website:

- They are found directly within a web page.
- They provide results based on what you type in the field.
- The EKB and ADL content have specialized search engines.

1 محركات البحث داخل الموقع:

- توجد داخل الموقع مباشرة في صفحة الويب.
- تُقدِّم نتائج بناءً على ما تكتبه في الحقل.
- يحتوي بنك المعرفة المصري ومكتبة الإسكندرية الرقمية على محرك بحث متخصص خاص بهما.

2 Menus:

- They help you to find information.
- They help you to avoid scrolling and spending too much time looking for general information.
- They include clear titles and content information.

2 القوائم:

- تساعدك القوائم فى العثور على المعلومات.
- تساعدك فى تجنُّب التمرير وهدر الوقت في البحث عن معلومات عامة.
- تتضمن عناوين واضحة ومعلومات خاصة بالمحتوى.

3 Icons:

- They can be clicked to reach other sections or webpages.

3 الأيقونات: يمكن النقر عليها للوصول إلى أقسام أو صفحات ويب أخرى.

4 Contact and about fields:

- They are easy to find so visitors can contact or learn more about the people involved in a website.
- About link: may include taglines which are short pieces of information to provide an overall theme for the website.

4 حقول «تواصل معنا» و«عن الموقع»:

- يسهل العثور عليها حتى يتمكَّن الزوار من الاتصال أو معرفة المزيد حول الأشخاص المشاركين في موقع الويب.
- رابط «عن الموقع» قد يتضمَّن عبارات توضيحية؛ وهي فقرات قصيرة من المعلومات تقدم لمحة عامة عن الموقع.

Website Creation إنشاء موقع إلكتروني

- Software programs like WordPress are used to create websites.
- Website creation steps:

1. In the program, choose:
   1. Blanck template or 2. Preloaded template
2. Once you choose a template to work with, you will be able to access free design tools to create your website.
3. Be sure to consider the photos and videos, and the font size/type to make your site user-friendly and visually appealing.

خطوات إنشاء موقع إلكتروني:

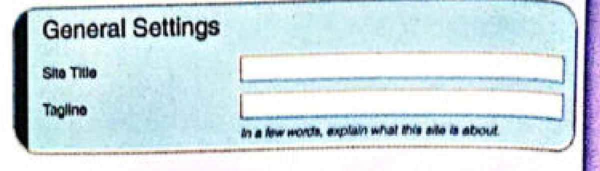
1. اختر نموذجًا فارغًا أو أحد نماذج البرنامج المحملة مسبقًا.
2. بعد اختيارك للنموذج ستتمكن من الوصول إلى أدوات تصميم مجانية لإنشاء موقعك الإلكتروني.
3. لكي يكون موقعك سهل الاستخدام وجذابًا من حيث الشكل، عليك مراعاة الصور ومقاطع الفيديو وحجم الخط ونوعه.

A home page is the first screen a visitor will see when visiting your site.

الصفحة الرئيسية: هي الشاشة الأولى التي يراها الزائر عند الدخول إلى الموقع الإلكتروني.

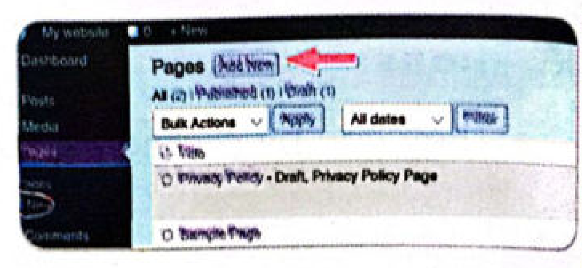
Steps to create a homepage:

1 Write your suggested website's title and a tagline to explain what it's about.



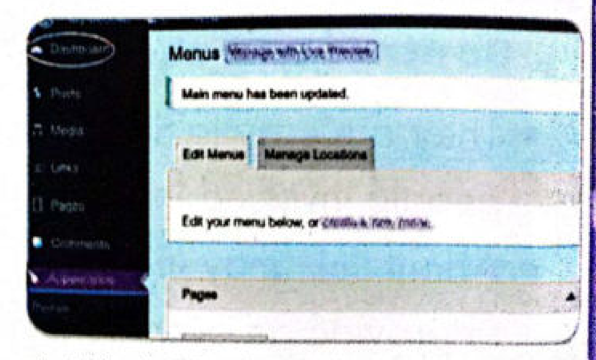
Design your home page.

2 Make sure it's appealing and your theme is clear. Also, add a Contact and About Me page on the website.





3 Add Menus for easy navigating.



خطوات إنشاء الصفحة الرئيسية لموقع إلكتروني:

1. اكتب عنوانًا مقترحًا لموقعك الإلكتروني، والشعار الترويجي الخاص به؛ لتوضيح محتواه. 2. صمّم صفحتك الرئيسية.
   - احرص على أن تكون جذابة. • احرص على أن يكون موضوعك واضحًا. • أضف صفحة (تواصل معنا) و(من نحن) على الموقع.
3. أضف (قوائم) لسهولة التنقل داخل الموقع.

Exercises on Lesson 4

1 Choose the correct answer:

1. Reliable online libraries include .... [الجيزة - 6 أكتوبر 2023]
   a. Alexandria Digital Library b. EKB
   c. blogs d. a and b

2. .... provides one of the largest collections of online educational resources all over the world.
   a. The EKB b. Wikipedia
   c. ADL d. None of the previous

3. The EKB and ADL websites have a specialized .... [البحيرة - دمنهور 2023]
   a. personal information b. search engine
   c. browser d. none of the previous

4. Alexandria Digital Library and Egyptian Knowledge Bank are .... libraries. [الإسكندرية - المنتزه أول 2023]
   a. online b. offline c. untrusted d. a and b

5. .... help you to save time and find information easily.
   a. Contacts b. Menus c. URLs d. Posts

6. You can click on the .... field to reach other sections or webpages.
   a. Icons b. Menus c. About d. Contact

7. One of the features of EKB website is that it .... [أبناؤنا في الخارج 2023]
   a. contains few sources b. is free to use for all Egyptians
   c. contains unreliable sources d. all the previous

8. Egyptian Knowledge Bank has content suitable for ....
   a. children only b. teachers only c. students only d. all ages

9. .... field includes short pieces of information about the website.
   a. Icons b. Menus c. About d. Homepage

10. The first screen a visitor will see when visiting your site is called the ....
    a. Menus b. Homepage c. Contacts d. About

[الإسكندرية - شرق 2023]

11. The software that is used to create websites is .... [الإسكندرية - شرق 2023]
    a. WordPress b. EKB c. ADL d. PowerPoint

12. When you start creating your website, you can choose ....
    a. a pre-loaded template b. a blank template
    c. a and b d. none of the previous

2 Put (✓) or (✗):

1. The Alexandria Digital Library is one of the unreliable online sources. (   )
2. EKB includes articles, dictionaries, encyclopedias, and videos. (   )
3. EKB is considered one of the unreliable online sources. [الجيزة - الهرم 2023] (   )
4. EKB allows free access to all Egyptian citizens. (   )
5. Helpful websites have search engines inside the website. (   )
6. You can't download files from the EKB website. [القليوبية - العبور 2023] (   )
7. The EKB offers material that is subject to copyrights. [الإسكندرية - المنتزه أول 2023] (   )
8. The "About" field includes short pieces of information about the website. (   )
9. The EKB has safe and reliable resources. [الفيوم - إدارة شرق 2023] (   )
10. It is recommended to make your site visually appealing and user-friendly. (   )
11. Website menus waste more time when you search for information. (   )
12. To create websites, you can use software programs like WordPress. (   ) [الإسكندرية - وسط 2023]

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 EKB	a. Click on it to reach other sections or webpages.
2 Icon	b. You can choose it, when you start creating your website.
3 Menu	c. Save your time when you are looking for general information.
4 WordPress	d. It's a software that is used to create websites.
5 A blank template	e. It contains reliable and accurate resources.

1 .... 2 .... 3 .... 4 .... 5 ....

Test Yourself on Lessons 3&4

1 Choose the correct answer:

1. During a video chat, your emotions will be ....
   a. visible b. invisible
   c. hidden d. none of the previous
2. .... is a software program that is used to create website.
   a. Paint b. Excel c. WordPress d.Vlaby
3. You should exhibit .... behavior with others online.
   a. positive b. negative c. VPN d. unkind
   [الفيوم - إدارة شرق 2023]
4. You can find secure and verified information in ....
   a. digital libraries b. digital blogs c. Wikis d. Facebook
   [أبناؤنا في الخارج 2023]
5. When you communicate with a responsible person, you should ....
   a. write vaguely b. avoid making jokes
   c. use nicknames d. use more emojis [أبناؤنا في الخارج 2023]

2 Put (✓) or (✗):

1. A helpful website has a search engine inside the website. (   )
   [القليوبية - العبور 2023]
2. Using emojis in messages shows the tone and emotion. (   )
   [دمياط 2023]
3. When communicating with a close friend, you can use nicknames. (   )
   [القاهرة - المستقبل 2023]
4. Menus help you avoid scrolling and spending too much time looking for general information. (   )
5. EKB doesn't contain materials subject to copyright. (   )

3 Complete the missing parts using the words between the brackets:

(emojis – Icons – electronic libraries – reliable – difficult)

1. The Egyptian Knowledge Bank is one of the examples of ....
2. You can use .... in online communication.
3. You can click on " .... " to reach other sections in the webpage.
   [الإسكندرية - العجمي 2023]
4. Alexandria Digital Library is one of the .... websites.
5. When writing a text message, feelings are .... to convey.

Lesson 5 Commercial and Non-Commercial Internet Services

Websites are classified into

1 Commercial Websites	2 Non-Commercial Websites
Purpose	
To sell products or services. بيع المنتجات أو تقديم الخدمات.	To provide information or raise awareness on an issue. توفير المعلومات أو التوعية حول مسألة ما.
Example	
Amazon website amazon	Egyptian Knowledge Bank  Egyptian Knowledge Bank بنك المعرفة المصري

NOTES:

- Commercial websites include **customer reviews**, which can be helpful to both the **business** and the **customer**.
- **Reviews** help customers decide if they want to buy a particular product or not.

- تتضمن المواقع التجارية جزءًا مخصصًا لتعليقات العملاء وآرائهم؛ مما يفيد المشروع والعميل.
- تساعد تعليقات العملاء وآراؤهم العملاء الآخرين في اتخاذ قرار شراء منتج معين أم لا.

We can get information about any product from

1. Reviews
2. Advertisements

Lesson 5

1 Reviews:

Fake reviews:



- Some businesses want to make their products seem more appealing, so they write their own positive reviews or have family or friends do it.
- Sometimes a rival business will post negative reviews under a false name on their competitors' sites to prevent potential customers from making a purchase.

التعليقات والتقييمات الوهمية:

- تكتبها الشركة بنفسها أو يطلب أعضاؤها من أفراد أسرهم أو أصدقائهم كتابة تعليقات إيجابية للترويج لمنتجات الشركة.
- في بعض الأحيان، تنشر شركة منافسة تعليقات سلبية تحت أسماء مستعارة على المواقع الإلكترونية لمنافسيهم؛ بغرض منع العملاء المحتملين للشركة التي ينافسونها من شراء المنتجات.

NOTES:





1. Some reviews may not be entirely fake, but they may be misleading.
2. A review that's overly positive or negative shouldn't be trusted.
3. Extreme reactions to products aren't usually good indicators of a product or service's true value.

1. قد لا تكون بعض التعليقات والتقييمات وهمية تمامًا، لكنها قد تكون مُضلِّلة.
2. لا يجب الوثوق بتعليق أو تقييم يبالغ بالإيجابية أو السلبية.
3. الانفعالات المبالغ فيها تجاه المنتجات قد لا تكون مؤشرًا جيدًا لقيمة المنتج أو الخدمة الحقيقية.



2 Advertisements:

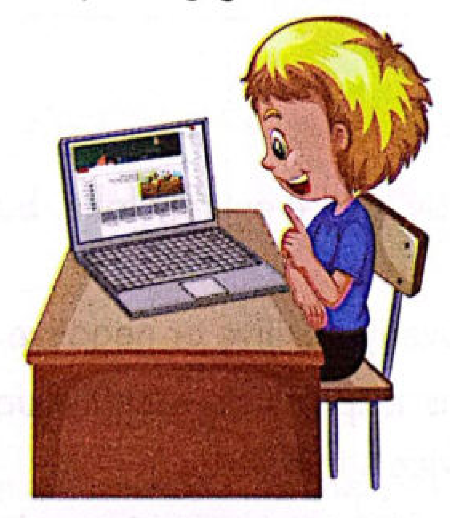
» Websites can use information about the sites you visit and online accounts you have, to place advertisements, that are geared towards your:

❶ **Interests** ❷ **Geographic location** ❸ **Age** ❹ **Gender**

• يمكن لمواقع الويب الحصول على معلومات حول المواقع التي تزورها، وأي حسابات تملكها عبر الإنترنت؛ بغرض وضع إعلانات تتطابق مع: اهتماماتك، موقعك الجغرافي، عمرك، جنسك.

For example:

• Rami likes to watch videos about football, his favorite sport.
He also likes electronics and looks up the latest gadgets.
When Rami is watching videos online, the advertisements that pop up are often for sporting goods, or computer products.



• يحب رامي مثلًا مشاهدة مقاطع فيديو عن كرة القدم، فهي رياضته المفضلة، كما يحب الأجهزة الإلكترونية ويبحث دائمًا عن الابتكارات الجديدة فيها.

وعندما يشاهد رامي مقاطع فيديو على الإنترنت، فغالبًا ما تتعلق الإعلانات التي تظهر له بالسلع الرياضية أو المنتجات الحاسوبية.

• If you visit a certain website, or focus on a specific brand, that brand might pop up more whenever you visit other websites.

• إذا زرت موقعًا إلكترونيًا معينًا أو ركزت على علامة تجارية معينة؛ فقد تظهر لك هذه العلامة التجارية أكثر فأكثر كلما زرت مواقع إلكترونية أخرى.

Exercises on Lesson 5

1 Choose the correct answer:

1. The websites can be divided into .... websites. [القاهرة - المستقبل 2023]
   a. commercial   b. non-commercial
   c. all the previous   d. none of the previous
2. .... is an example of a commercial website. [الغربية - زفتى 2023]
   a. EKB   b. Amazon   c. WhatsApp   d. ADL
3. Commercial websites often include ....
   a. customer reviews   b. scientific materials
   c. news articles   d. none of the previous
4. The purpose of non-commercial websites is to .... [البحيرة - دمنهور 2023]
   a. sell products   b. raise awareness
   c. provide information   d. b and c
5. The purpose of commercial websites is to ....
   a. provide information   b. raise awareness
   c. sell products   d. none of the previous
6. Reviews help .... decide if they want to buy a product or not.
   a. customers   b. businesses   c. a and b   d. none of the previous
7. .... is an example of non-commercial websites. [الدقهلية - بلقاس 2023]
   a. EKB   b. Amazon   c. Jumia   d. Noon
8. .... reviews include positive reviews written by businesses to make their products more appealing.
   a. Personal   b. Fake   c. General   d. Trusted
9. .... are usually used to get information about a product.
   a. Reviews   b. Advertisements   c. EKB   d. a and b
10. Websites can use information about the sites you visit to show............ about your interests.
    a. reviews   b. advertisements   c. information   d. feedback
11. If someone writes a comment that says, "It is a very bad product; I wish I could evaluate it with zero!", this is considered a .... comment.
    a. positive   b. negative
    c. none of the previous   d. all the previous

12. Your friend bought one of the football equipment from Amazon, which means he used a .... site. [أبناؤنا في الخارج 2023]
   a. social
   b. non-commercial
   c. commercial
   d. educational

2 Put (✓) or (✗):

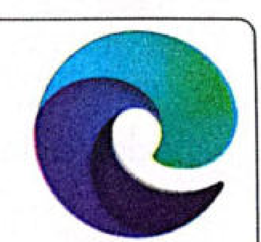
1. The purpose of non-commercial websites is to sell products or services, such as Amazon. [الإسكندرية - وسط 2023] (   )
2. Websites are classified into commercial or non-commercial sites. (   )
3. The EKB is an example of a commercial website. (   )
4. Commercial websites often include customer reviews. [البحيرة-دمنهور 2023] (   )
5. Some rival businesses write negative reviews on their competitors' sites. [الإسكندرية - المنتزه أول 2023] (   )
6. A review that's overly positive or negative should be trusted. (   )
7. Amazon is an example of commercial websites. [دمياط 2023] (   )
8. Reviews can affect the products and services positively or negatively. (   )
9. Extreme reactions to a product often indicate its true value. (   )
10. We should depend on fake reviews when evaluating products. (   )
11. Customers' reviews are useful for developing a company's products. (   )
12. We can buy products online from non-commercial websites. (   )

3 Classify the following websites into commercial or non-commercial internet services:

Website	Commercial	Non-Commercial
ADL		
Amazon		
The Ministry of Education		
EKB		
Jumia & Noon		

Lesson 6 Using ICT for Content Creation

Microsoft Edge



» Microsoft Edge is the **web browser** that comes with Microsoft **Windows** and helps you browse, search, stream, and more.

» هو متصفح ويب يرافق نظام ويندوز (مايكروسوفت ويندوز) يساعدك في: التصفح، والبحث، ومشاهدة مقاطع الفيديو، وغيرها.

The Collections feature in Microsoft Edge

» It organizes research in one place and on multiple devices.

» You can start a collection for each new project or assignment.

» Within each collection, you can add:

1. Videos
2. Images (including charts and graphs)
3. Text
4. links
5. Notes
6. Entire web pages

» You can also export each collection to other apps, such as **Excel** and **Word**.

خاصية المجموعات في مايكروسوفت إيدج:

- تُنظِّم البحث في مكان واحد وعلى أجهزة مختلفة.
- يمكنك من خلالها أن تبدأ مجموعة لكل مشروع أو مهمة جديدة.
- داخل كل مجموعة يمكنك أن تضيف:

1. مقاطع فيديو.
2. صورًا (بما فيها المخططات والرسوم البيانية).
3. نصوصًا.
4. روابط.
5. ملاحظات.
6. صفحات ويب كاملة.

- يمكنك أن تُصدِّر كل مجموعة إلى تطبيقات أخرى مثل: Word وExcel.

To start a collection:




- Select Collections on the toolbar.
- Select Start a New Collection.
- Type the title of your collection in the box.
- Add content by selecting Add Current Page.
- Drag an image into the collection.
- Select text or links and drag them into the collection.

Note: You can ask your teacher for help in downloading programs.

خطوات بدء مجموعة مايكروسوفت إيدج Microsoft Edge:

- حدِّد (المجموعات Collections) الموجودة على شريط الأدوات. • اختر (بدء مجموعة جديدة Start a New Collection).
- اكتب عنوان مجموعتك داخل الإطار.
- أضف محتوى إلى مجموعتك عن طريق اختيار (إضافة الصفحة الحالية Add current page).
- اسحب صورة إلى داخل المجموعة وحدِّد نصوصًا أو روابط واسحبها إلى داخل المجموعة.

ملاحظة: يمكنك أن تطلب مساعدة من معلمك في تنزيل البرامج.

Writing Help – Microsoft Editor المساعدة في الكتابة

» Microsoft Editor is used to check for spelling and grammar.

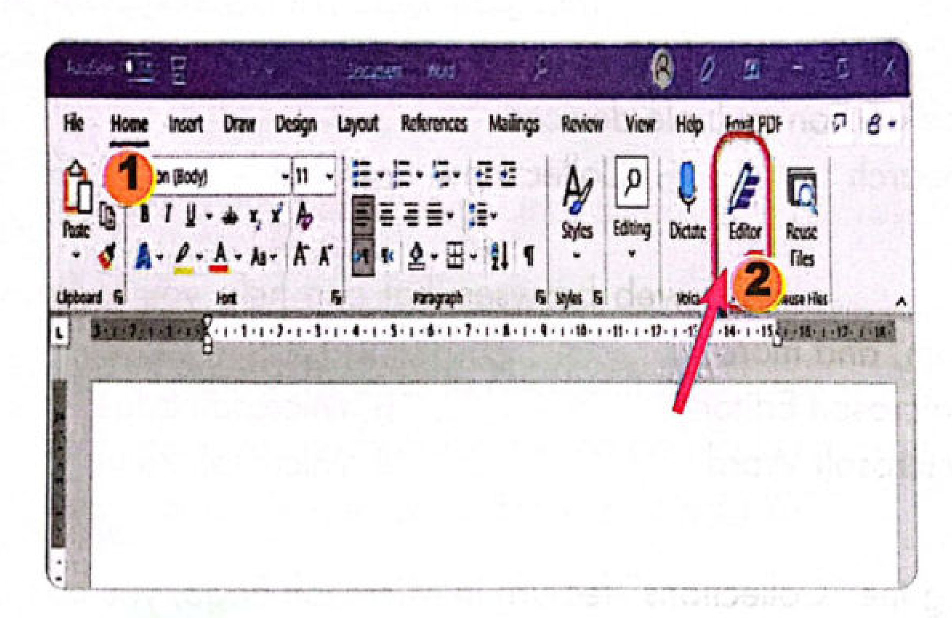
Microsoft Editor will highlight problems, such as

- Capitalization errors
- Sentence fragments
- Missing or incorrect words and punctuation

- يستخدم محرر مايكروسوفت للتحقق من القواعد النحوية والإملائية.
- يُسلط الضوء على بعض المشكلات مثل: أخطاء الأحرف الكبيرة في اللغة الإنجليزية، والجمل المتقطعة، والكلمات أو علامات التنصيص المفقودة أو غير الصحيحة.

- Then it makes a suggestion to correct each error.
- You decide whether to accept or ignore each suggestion.
- Other tools (or refinements), such as punctuation conventions and vocabulary are also available.

- ثم يُقدِّم اقتراحًا لتصحيح كل خطأ.
- أنت مَنْ يقرر قبول كل اقتراح أو رفضه.
- تتوفر فيه أيضًا أدوات أو محسنات كعلامات الترقيم والمصطلحات.



1. Select the Editor icon in Word's toolbar or in the browser.
2. Review possible grammar and spelling errors using the Editor.
3. Consider suggested refinements to improve clarity, formality, and conciseness.

1. اختر أيقونة «المحرر» في شريط أدوات Word، أو في المتصفح.
2. راجع الأخطاء النحوية والإملائية المحتملة باستخدام المحرر.
3. انظر في التحسينات المقترحة لتحسين الوضوح والأسلوب الرسمي والإيجاز.

NOTE:

- You can get the Editor online extension to also use this tool when you do searches or write emails.

- يمكنك الحصول على امتداد المحرر عبر الإنترنت لاستخدام هذه الأداة أيضًا عند إجراء عمليات بحث أو كتابة رسائل بريد إلكتروني.

Exercises on Lesson

1 Choose the correct answer:

1. .... is a web browser that comes with Microsoft Windows.
   a. Microsoft Edge b. Microsoft Word
   c. Google Chrome d. PowerPoint

[الجيزة - الهرم 2023] [الإسكندرية - شرق 2023] [الدقهلية - بلقاس 2023]

2. The .... feature in Microsoft Edge organizes research in one place and on multiple devices.
   a. Search b. Collections c. Chat d. Editor

[الأزهر الشريف 2023]

3. .... is a web browser that can help you to browse, search, stream, and more.
   a. Microsoft Editor b. Microsoft Edge
   c. Microsoft Word d. Microsoft Paint

[الإسكندرية - المنتزه ثان 2023]

4. Using the "Collections" feature in Microsoft Edge, you can add ....
   a. videos b. images c. text d. all the previous

[الإسكندرية - المنتزه أول 2023]

5. You can .... each collection to other apps, such as MS Word.
   a. import b. export c. download d. upload

6. To start a collection in Microsoft Edge, you can select ....
   a. Start New Collection b. New Webpage
   c. New File d. New Slide

7. You can use .... to check for spelling and grammar errors.
   a. Microsoft Editor b. Microsoft Excel
   c. Microsoft Word d. Collections feature

[أبناؤنا في الخارج 2023]

8. You can add .... using the "Collections" feature in Microsoft Edge.
   a. webpages b. links c. notes d. all the previous

9. Microsoft Editor .... problems, such as incorrect words.
   a. corrects   b. highlights   c. deletes   d. ignores
10. Select the .... in Word's toolbar, or in the browser, to review possible grammar and spelling errors.
   a. Editor icon   b. Watermark icon
   c. Review menu   d. Layout menu

2 Put (✓) or (✗):

1. Browsers can help you search for and view videos online. ( )

[الإسكندرية - المنتزه أول 2023]

2. "Collections" feature is used to check for spelling and grammar errors. ( )
3. Microsoft Edge is the web browser that comes with Microsoft Windows. ( )

[الإسكندرية - وسط 2023]

4. You can add entire webpages to Microsoft Edge collections. ( )
5. Microsoft Editor is used to check for spelling and grammar errors. ( )
6. You cannot export a collection to Excel or Word. ( )

[الإسكندرية - العامرية 2023]

7. Microsoft Editor corrects the spelling errors automatically without your intervention. ( )
8. Microsoft Editor highlights writing problems, such as capitalization errors. ( )

3 Complete the missing parts using the words between the brackets:

(Microsoft Edge – incorrect punctuation – Microsoft Windows – Microsoft Editor - Sentence fragments)

1. .... is a browser that can help you browse, search, and stream.
2. Some applications, like Microsoft Edge come with ....
3. .... is used to make suggestions to correct errors.
4. .... and .... are examples of writing problems.

Test Yourself on Lessons 5&6

1 Choose the correct answer:

1. Microsoft Edge is a/an .... that comes with Microsoft Windows.
   a. search engine b. web browser c. antivirus d. EKB
2. Reviews help customers decide if they want to .... a product or not.
   a. sell b. buy c. check d. a and b
3. .... is a tool for editing and checking for spelling and grammar.
   a. Microsoft Editor b. Microsoft Edge c. WordPress d. Collections
   [دمياط 2023]
4. The purpose of .... websites is to sell products or services.
   a. commercial b. non-commercial c. share d. libraries
   [الإسكندرية - العامرية 2023]
5. Rivals may post .... reviews on competitors' sites to prevent potentia customers from making a purchase.
   a. positive b. fake c. grateful d. supportive

2 Put (✓) or (✗):

1. Google Chrome is the web browser that comes with Microsoft Windows (
2. Amazon is a commercial website. (
   [الجيزة - الهرم 2023]
3. The purpose of commercial websites is to share knowledge. (
4. Microsoft Edge doesn't allow you to export a collection to Excel and Word. (
   [الإسكندرية - وسط 2023]
5. Microsoft Editor highlights writing problems, such as capitalization errors. (

3 Complete the missing parts using the words between the brackets:

(reviews - digital library – Amazon – raise awareness – Editor)

1. We can buy a new book from ....
2. To check writing errors, choose the .... icon from the Word toolbar.
3. Positive .... encourage customers to buy a product.
4. A .... is a non-commercial website.
5. The purpose of non-commercial sites is to provide information o .... about an issue.
   [الغربية - زفتى 2023]

Lesson 7 How to Choose Online Sources

Using Sources for Research استخدام مصادر للبحث

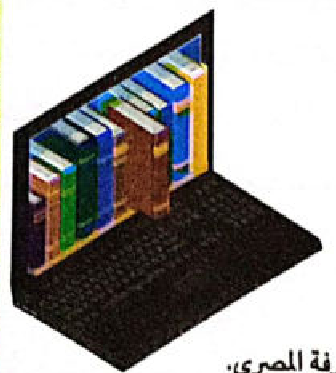
1 Online Libraries:

- They are helpful for searching different media, such as images or videos.
- They sometimes include dictionaries, thesauruses, and encyclopedias.
- These are also on separate sites, too. Make sure they are verified.

Examples of trusted online libraries

- Alexandria Library
- EKB

- They have secure, verified information.



أولًا: المكتبات الرقمية عبر الإنترنت:

- تفيدك في البحث عن وسائط مختلفة، مثل: الصور ومقاطع الفيديو.
- تحتوي أحيانًا على: قواميس، ومعاجم، وموسوعات.
- وتوجد أيضًا على مواقع منفصلة؛ لذلك احرص على أن تكون مدققة.
- من أمثلة مواقع المكتبات التي تتضمن معلومات آمنة وموثوقة: مكتبة الإسكندرية، وبنك المعرفة المصري.

Creative Commons Search

- Offers copyright-free information.
- Not all Creative Commons sources are verified or accurate, so be careful.

- بحث المشاع الإبداعي: يُقدِّم معلومات خالية من حقوق النشر.
- ليست كل مصادر المشاع الإبداعي تم التحقق منها أو دقيقة؛ لذا كن حذرًا.

2 Online Maps:

- They can provide clear, accurate, and updated directions to the required places, such as Google Maps.
- If you need to display a street or an area map, always check online maps with the help of your teacher.



ثانيًا: الخرائط الرقمية عبر الإنترنت:

- تُوفِّر الخرائط الرقمية عبر الإنترنت مثل Google Maps اتجاهات واضحة ودقيقة إلى الأماكن المطلوبة.
- يمكن الاعتماد عليها إذا كنت بحاجة إلى استعراض أحد الشوارع أو خريطة منطقة بمساعدة معلمك.

3 Online Museums:

- They can be wonderful reference sites.
- They allow you to view museums digitally.
- They generally include information about each museum.



ثالثًا: المتاحف الإلكترونية عبر الإنترنت:

- يمكن أن تكون مواقع مرجعية رائعة.
- تتضمن بشكل عام معلومات حول كل متحف.



- تتيح لك مشاهدة المتاحف على جهازك الرقمي.

4 Specialized Search Engines:

- Specialized search engines, such as Google or Bing are very useful.
- Try to use appropriate keywords in your search; otherwise some results might not be relevant.
- General search engines may lead you to unreliable pages or even worse, unsafe pages.



رابعًا: محركات البحث المتخصصة:

- محركات البحث المتخصصة مفيدة جدًا، ومن أمثلتها: Google وBing.
- عند قيامك ببحث عبر الإنترنت استخدم كلمات مفتاحية مناسبة، وإلا قد لا تكون بعض النتائج ذات صلة.
- قد تقودك محركات البحث العامة إلى صفحات غير موثوقة أو إلى صفحات غير آمنة

5 Meta Information of a Website:

- It Includes keywords, information about the site, and its content.
- Meta information is displayed below each link in the search engine results.
- It allows you to read more about the site before clicking on the link.

At the bottom of the websites:

- There is usually additional information, such as:

A copyright notice	Logo	Contact information	Social media icons

- Clicking on these links can help you decide if the site is reliable or not.

- تتضمن المواقع الإلكترونية معلومات وصفية، مثل: • الكلمات المفتاحية. • معلومات حول الموقع وما يحتويه.
- يتم عرض المعلومات التعريفية أسفل كل رابط في نتائج محرك البحث.
- تعطيك المعلومات الوصفية فرصة لقراءة المزيد عن الموقع قبل النقر على الرابط.
- يحتوي الجزء السفلي من المواقع الإلكترونية على:

1. عبارة حقوق النشر.
2. شعار الموقع.
3. معلومات للاتصال بالموقع.
4. أيقونات وسائل التواصل الاجتماعي.

- يمكن أن يساعدك النقر على هذه الروابط في تحديد ما إذا كان الموقع موثوقًا أم لا.

Test Yourself

Complete the following:

1. EKB and ADL have .... and .... information.
2. Online libraries sometimes include ...., ... and ....
3. Creative commons search provides .... information.
4. .... allow you to view museums on the internet.
5. To visit an unfamiliar location,you can use .... such as Google Maps
6. .... allows you to read more about the site before clicking on the link.

Exercises on Lesson

1 Choose the correct answer:

1. Online libraries may include ....
   a. dictionaries b. encyclopedias c. thesauruses d. all the previous
2. A Creative Commons search is a resource to find .... materials.
   a. copyright-free b. protected c. digital d. offline
3. If you need to display an area map, check online ....[الإسكندرية - شرق2023]
   a. libraries b. maps c. museums d. Facebook
4. Online libraries, such as ...., have secure and verified information.
   a. Wikipedia b. Alexandria Library
   c. social media d. digital blogs
5. .... is an example of specialized search engines. [البحيرة - الدلنجات 2023]
   a. Bing b. Excel c. PowerPoint d. Word
6. .... provide(s) clear and accurate directions to the required places.
   a. Facebook b. YouTube c. Google Maps d. EKB
   [القاهرة - المستقبل 2023]
7. .... allow(s) you to read more about the site before clicking on the link.
   a. Online libraries b. Meta information
   c. EKB d. About link [الإسكندرية - المنتزه أول 2023]
8. ...... is/are reference site(s) that allow(s) you to view museums digitally.
   a. Online libraries b. Online Museums
   c. Online Maps d. Vlaby [الإسكندرية - المنتزه ثانٍ 2023]
9. .... are helpful for searching different media, such as images or videos online.
   a. Online libraries b. Online museums
   c. Online maps d. Online meetings
10. The copyright notice, logo, and contact information are placed at the .... of the website.
    a. top b. middle c. bottom d. back
11. We can use search engines, such as ....
    a. Bing b. Google Chrome c. Facebook d. EKB
12. The meta information of the sites includes ....
    a. keywords b. information about the site
    c. a and b d. none of the previous

13. The meta information of the sites are placed .... each link.
   a. above   b. below   c. opposite to   d. next to

[الجيزة - الهرم 2023]

2 Put (✓) or (✗):

1. All online information is trusted. [الجيزة - 6 أكتوبر 2023] (   )
2. Online libraries are helpful for searching different media, such as images or videos. (   )
3. Google maps can provide clear and accurate directions to the required places. [الغربية - زفتى 2023] (   )
4. General search engines can only lead to reliable pages. (   )
5. Online libraries may include dictionaries, thesauruses, and encyclopedias. (   )
6. Websites do not contain meta information. [الإسكندرية - العامرية 2023] (   )
7. You can visit museums digitally through online museums. (   )
8. To display a street or an area map, you can check online maps. (   )
   [الدقهلية - بلقاس 2023]
9. One of the most famous search engines is Bing. [الفيوم - إدارة شرق 2023] (   )
10. It is not necessary to use appropriate keywords in your search. (   )
11. To display an area map, you can check online maps with the help of your teacher. (   )
12. At the bottom of websites, there is additional information that can help you decide if the site is reliable or not. (   )

3 Complete the missing parts using the words between the brackets:

(Google or Bing - meta information - Online museums - Online maps - Online libraries)

1. .... include information about each museum.
2. .... such as Alexandria Library and EKB, have secure and verified information.
3. A website's .... tells you keywords and information about the site, and what it contains.
4. Specialized search engines, such as .... are very useful to look for information online.
5. .... provide clear and accurate directions to the required places.

Lesson 8 Choosing Between Synchronous and Asynchronous Communication

1 Synchronous Communication:

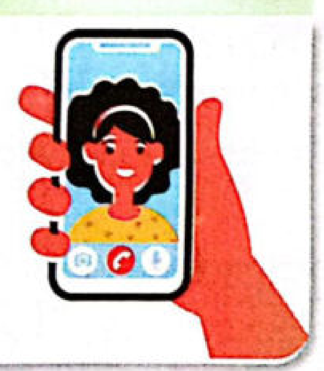
- It is a real-time communication between people.
- Everyone interact and take in information at the same time using digital tools.

الاتصال المتزامن:

- هو التواصل خلال الوقت الفعلي بين الأشخاص.
- يتفاعل الجميع ويتلقون المعلومات في الوقت نفسه باستخدام الأدوات الرقمية.

synchronous communication tools

1. Video chats



2. Live TV shows

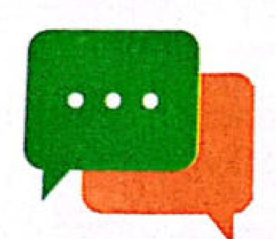


3. Instant chat rooms



Synchronous communication is useful when:

1. You are writing about a lighthearted, everyday matter.
2. When communicating with friends or family.
3. When you need an immediate or quick response.



تتضمن الأدوات الرقمية للاتصال المتزامن:

1. محادثات الفيديو.
2. البرامج التلفزيونية المباشرة.
3. غرف الدردشة الفورية.

يكون الاتصال المتزامن مفيدًا:

1. عندما تكتب عن موضوع يومي مرح.
2. عند التواصل مع الأصدقاء أو العائلة.
3. عندما تحتاج إلى استجابة فورية أو سريعة.

2 Asynchronous Communication:

- It is a communication that does not occur in real time.
- It does not require an instant response.

الاتصال غير المتزامن:

- هو التواصل الذي لا يحدث خلال الوقت الفعلي.
- لا يتطلب ردًا فوريًا.



- Asynchronous communication is useful when:

1. You are writing about serious or complicated matters.
2. When communicating with someone you don't know well.
3. When communicating with someone in authority.
4. When you don't need an answer right away (immediate answer).

تتضمن الأدوات الرقمية للاتصال غير المتزامن:

1. رسائل البريد الإلكتروني.
2. الرسائل الصوتية.
3. الرسائل النصية.
4. مقاطع الفيديو المسجلة.



يكون الاتصال غير المتزامن مفيدًا:

1. عندما تكتب عن أمور جدية أو معقدة.
2. التواصل مع شخص لا تعرفه جيدًا.
3. عند التواصل مع شخص مسئول.
4. عندما لا تحتاج إلى إجابة فورية.

Effective Communication Tips

نصائح للتواصل الفعّال

1 Be Polite:

- Use a polite tone in your communication.
- Even if you're upset, avoid using language that could be upsetting to the recipient.
- Respect the recipient's feelings.

كن مهذبًا:

- استخدم نبرة مهذبة في التواصل.
- حتى لو كنت منزعجًا، تجنَّب استخدام اللغة التي قد تزعج المتلقي.
- احترم مشاعر المتلقي.

2 Be Patient:

- Others may be busy or need time to respond to your message, give them time to respond before sending another message.

كن صبورًا:

- قد يكون الآخرون مشغولين أو يحتاجون وقتًا للرد على رسالتك، فامنحهم الوقت قبل إرسال رسالة أخرى.

3 Be Helpful:

- Part of being a good digital citizen is helping others.
- Use what you've learned and share what you know to help others.

كن متعاونًا:

- جزء من كونك مواطنًا رقميًا صالحًا هو مساعدة الآخرين. - استخدم ما تعلمته وشارك ما تعرفه لمساعدة الآخرين.

4 Be Clear:

- It's easy for misunderstandings to occur when communicating online.
- Always be sure your message is clear.
- Read your message back to yourself before sending it to check for potential misinterpretations.

كن واضحًا:

- من السهل أن يحدث سوء الفهم عند التواصل عبر الإنترنت. - تأكد دائمًا من أن رسالتك واضحة.
- اقرأ رسالتك مرة أخرى على نفسك قبل إرسالها؛ للتحقق من عدم وجود تفسيرات خاطئة محتملة.

Exercises on Lesson 8

1 Choose the correct answer:

1. .... communication needs an instant response.
   a. Synchronous b. Asynchronous
   c. video chat d. a and c

2. A/An .... is an example of synchronous communication.
   a. email b. live TV show
   c. recorded video d. all the previous

3. .... communication doesn't occur in real time and doesn't require an instant response.
   a. Synchronous b. Asynchronous c. Real-time d. Simultaneous

[الإسكندرية - وسط 2023]

4. Instant chat rooms are an example of .... communication.
   a. synchronous b. real-time c. asynchronous d. a and b

5. Emails, voice messages and text messages are examples of .... communication.
   a. synchronous b. asynchronous c. simultaneous d. a&c

6. .... communication doesn't require an instant response.
   a. Synchronous b. Asynchronous c. Email d. b and c

7. .... is an example of synchronous communication.
   a. Paint b. EKB c. Video chat d. Email

[الفيوم - إدارة شرق 2023]

8. .... communication is/are useful when you are writing about serious or complicated matters with someone you don't know well.
   a. Synchronous b. Asynchronous c. IM d. Real-time

9 .... is/are real-time communication between people.

a. Synchronous b. Asynchronous c. Voice message d. Email

[الجيزة - الهرم 2023]

10 .... communication is/are useful when you are writing to someone in authority about non-urgent issues.

a. Synchronous b. Asynchronous c. Email d. b and c

11 In online communication, you should be ....

a. impolite b. unclear c. helpful d. bully

[الإسكندرية - شرق 2023]

12 .... communication is/are useful when you are writing about everyday matter to family and you need an immediate response.

a. Synchronous b. Asynchronous c. Text messages d. Emails

[دمياط 2023]

2 Put (✓) or (✗):

1 Synchronous communication does not occur in real time. ( )

[الإسكندرية - المنتزه ثان 2023]

2 Always be sure your message is clear when communicating online. ( )

3 Online communication can be easily understood. ( )

4 Synchronous communication is appropriate any time. ( )

5 Asynchronous communication is real-time communication between people. ( )

[الإسكندرية - العجمي 2023] [الأزهر الشريف 2023]

6 Synchronous communication is useful when you need an immediate response. ( )

7 Always be sure your message is clear when communicating online. ( )

8 There is just one type of communication. ( )

[الفيوم - إدارة شرق 2023]

9. Helping others is a part of being a good digital citizen. (   )
10. Video chats and live TV shows are examples of asynchronous communication. (   )

[الدقهلية - بلقاس 2023]

11. Asynchronous communication does not require an instant response. (   )

[دمياط 2023]

12. Recorded videos are examples of asynchronous communication. (   )
13. If someone needs help communicating online, don't share what you know. (   )

[الإسكندرية - العامرية 2023]

3 Complete the missing parts using the words between the brackets:

(email - Synchronous - live TV show – Asynchronous - helpful)

1. An .... is an example of asynchronous communication.
2. A part of being a good digital citizen is to be ....
3. .... communication is a real-time communication and needs an immediate response.
4. .... communication does not require an instant response.
5. A .... is an example of synchronous communication.

Test Yourself on Lessons 7&8

1 Choose the correct answer:

1. .... communication is real-time communication between peopl[e] with an instant response.
   a. Synchronous b. Asynchronous c. Negative d. Email
   [لإسكندرية - وسط 2023]
2. To display a street or an area map, you can check ....
   a. EKB b. online maps c. Online Museums d. Facebook
3. You must be .... at any time you communicate.
   a. excited b. selfish c. patient d. unkind
   [بحيرة - الدلنجات 2023]
4. We can use specialized search engines, such as ....
   a. Bing b. Google Chrome
   c. a and b d. email
   [جيزة - 6 أكتوبر 2023]
5. .... communication doesn't need an immediate response.
   a. Synchronous b. Asynchronous c. Real-time d. Video chat

2 Put (✓) or (✗):

1. All online information is trusted. ( )
   [لإسكندرية - المنتزه أول 2023]
2. If your friend doesn't reply immediately to your message, feel free to send them another message. ( )
3. The copyright notice, logo, and contact information are displayed at the top of websites. ( )
4. Specialized search engines, such as Google or Bing, are very useful. ( )
   [لإسكندرية - وسط 2023]
5. In synchronous communication, everyone interacts and receives information at the same time. ( )
   [مياط 2023]

3 Complete the missing parts using the words between the brackets

(search engines - response – Email - Digital maps - Google)

1. Synchronous communication is appropriate if you need a quick or direct .....
2. .... provide clear and accurate directions to the required place[s]
3. Search engines, such as ...., are very useful to look for information online
4. .... is an example of asynchronous communication. [لقليوبية - العبور 2023]
5. General .... are useful, but they may lead you to unsafe pages.

Lesson 1



- Peg Keiner is a National Geographic Explorer.
- She decided to spread awareness of the dangers of litter from COVID PPE, such as facemasks and disposable gloves.



- Ms. Keiner used an app called the Debris Tracker
- **She uploaded:**

  1. Litters' location 2. Kind of litters 3. A photo of the litters

- Ms. Keiner wasn't collecting litter data alone.



- On Twitter and Instagram, Ms. Keiner piloted social media campaigns using the hashtag #trackingppe to encourage followers to collect PPE debris and data.





- **The PPE data uploaded by Ms. Keiner and her followers is in the form of:**

  1. GPS map locations 2. Infographics

- Researchers analyzed this data and used the results, to request change.
- **Debris Tracker:**
  - It is a free app that can be downloaded on mobile.
  - It records the location with GPS.
- **The "Go Green" initiative:**
  - It is part of the National Sustainable Development Strategy, "Egypt 2030."
  - It covers 36 environmental issues.



- **Its goals:**

  1. Spread awareness of environmental issues.
  2. Emphasizes citizens' responsibility in protecting the environment.

Lesson 2

Digital Citizenship

- As a digital citizen, you have both rights and responsibilities.

Rights:



1. Privacy
2. Protection from piracy
3. Ability to engage with others online
4. Provide and access information online
5. Ability to use the internet when you need to.

Responsibilities:




1. Respect others' privacy.
2. Respect various sources.
3. Exhibit positive behaviour in your interactions with other
4. Ensure safe sharing online.

Social Responsibility

- You can use the internet to:
  1. help others via social media.
  2. contribute in social activities that help solve social issues, like:
     1- Improving health care
     2- Fighting pollution
     3- Fighting the factors affecting climate change

Corporate Social Responsibility




- Companies use the internet to help others by:
  1. addressing environmental concerns
  2. supporting important causes.
- Many companies include CSR tasks as part of their business plans.

Remember:

- Express your opinions in a positive way.
- Be sure that information sources are accurate and easy to understand.
- Don't spread false information.
- If a site is spreading false or harmful information, stop visiting that site.
- Make sure the information you share and its purpose are clear.



When communicating with a teacher or a person of authority:



1. Be polite and respectful.
2. Use titles, for example, Mr., Mrs., or Dr.
3. Avoid making jokes.
4. Introduce yourself if you haven't met the person you're writing to yet.
5. Be clear about what your message is about.



When communicating with a peer or classmate you don't know well:

- Use their full first name.
- Don't abbreviate it.
- Don't use nicknames.
- Abbreviations or nicknames are only appropriate between close friends.

When communicating with a friend or a family member:

1. It's OK to be more casual in tone.
2. Remember to always be respectful.



- Nonverbal communication is lost online, and meaning can be misinterpreted negatively.
- Emotions and feelings are visible on a video call, but they are difficult to convey through written messages.

How to be positive when communicating online

1. Use positive words and phrases, and avoid negative words.
2. Assume the best.
3. Use emojis to add tone and emotion; even in formal situations, you can use 1 or two positive emojis.
4. Be conversational, using familiar words, contractions, personal pronouns and simple sentence structure.



Lesson 4

- There are reliable online libraries, such as:
  1. The EKB
  2. The Alexandria Digital Library
- The Egyptian Knowledge Bank (EKB) offers:
  - The world's largest collection of online educational resources including
    - Articles
    - Dictionaries
    - Encyclopedias
    - Books
    - Videos
    - Audios
    - Interactive files
- Free access for all Egyptian citizens.
- Content suitable for all ages.
- Safe and accurate sources.
- Files can be downloaded to your device.
- Material that is subject to copyright.



- Helpful Website Features
  - Helpful websites may contain:
    1. Search engines inside the website(EKB and ADL have specialized search engines).
    2. Menus: They help you to avoid scrolling and save time.
    3. Icons: When clicked, they move you to other sections or webpages.
    4. Contact and about fields: To learn more about the people involved in a website.
    5. About links: Contain taglines "pieces of information"summarizing the website's theme.
- Website Creation
  - Software programs like WordPress are used to create websites.
  - Choose a blank template or pre-loaded templates.
  - Consider the photos, videos, and font size/type.
  - A homepage: It is the first screen a visitor will see when visiting your site.



① Commercial Websites	② Non-Commercial Websites
Purpose	
To sell products or services.	To provide information or raise awareness on an issue.
Example	
Amazon website 	Egyptian Knowledge Bank 

We can get information about any product from

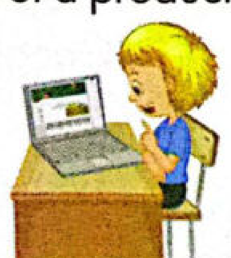
- **① Reviews**
- **② Advertisements**

① Reviews:

- Customer reviews, which can be helpful to both the business and the customer.
- Some businesses create fake positive reviews to make their products more appealing.
- Some rival businesses create fake negative reviews to prevent potential customers from making a purchase.
- A review that's overly positive or negative shouldn't be trusted.
- Extreme reactions to products aren't usually good indicators of a product.

② Advertisements:

- Websites can use information about your online activity to place advertisements, related to your interests.



Lesson 6

- Microsoft Edge is the web browser that comes with Microsoft Windows
- It helps you browse, search, stream, and more.
- The Collections feature in Microsoft Edge
  - It organizes research in one place and on multiple devices.
  - You can add videos, images, text, links, notes, and entire webpages.
  - You can export each collection to other apps, such as Excel and Word.
  - To start a collection:
  - Select Collections on the Toolbar ⟶ Select Start a New Collection.
- Writing Help – Microsoft Editor
  - Microsoft Editor is used to check for spelling and grammar.

Microsoft Editor will highlight problems, such as



- Capitalization errors
- Sentence fragments
- Missing or incorrect words and punctuation



Lesson 7

- Using Sources for Research

1 Online Libraries:

- They sometimes include dictionaries, thesauruses, and encyclopedias.

Examples of online libraries

- Alexandria Library
- EKB

- They have secure and verified information.
- Creative Commons Search:
  – Offers copyright-free information.
  – Not all Creative Commons sources are verified or accurate, so be careful.

2 Online Maps:

- They can provide clear, accurate, and updated directions, such as Google Maps.

3 Online Museums:

- They allow you to view museums digitally, also include information about each museum.

④ **Specialized Search Engines:**

- General search engines may lead you to unreliable pages or even worse, unsafe pages.
- Specialized search engines, such as Google or Bing are very useful.

⑤ **Online Maps:**

- They include information about the site, and what it contains.
- It is displayed below the search results.
- At the bottom of websites, there is usually information, such as: a copyright notice, logo, contact information and social media icons.



Lesson 8





① Synchronous Communication:

- It is a real-time communication.

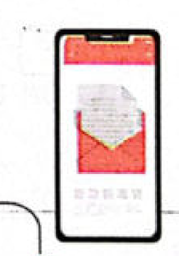
Synchronous Communication Tools

- Video chats
- Live TV shows
- Instant chat rooms

» **Synchronous communication is useful when:**

1- You are writing about a lighthearted, everyday matter.
2- When communicating with friends or family.
3- When you need an immediate or quick response.

② Asynchronous Communication:



- It doesn't occur in real-time.
- It doesn't require an instant response.

Asynchronous Communication Tools

- Email
- Voice messages
- Text messages
- Recorded videos

» Asynchronous communication is useful when:

1- You are writing about serious or complicated matters.
2- When communicating with someone you don't know well.
3- When communicating with someone in authority.
4- When you don't need an answer right away (immediate answer).

» **Effective Communication Tips**

1- Be polite 2- Be patient 3- Be helpful 4- Be clear



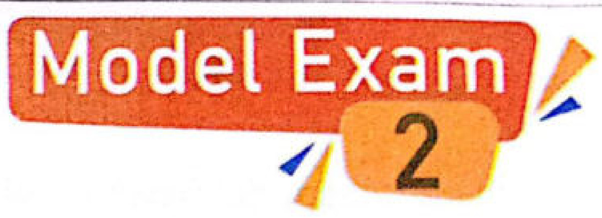
Model Exam 1

1 Choose the correct answer:

1. .... is a web browser that comes with Microsoft Windows.
   a. Microsoft Edge b. Microsoft Word c. Google Chrome d. EKB
2. .... is an example of synchronous communication.
   a. Email b. Live TV show
   c. A recorded video d. Voice message
3. Respecting others' privacy is one of your .... as a digital citizen.
   a. rights b. responsibilities c. piracy d. a and b
4. .... provides one of the largest collections of online educational resources all over the world.
   a. The EKB b. Wikipedia c. ADL d. Vlaby
5. .... is an example of a commercial website.
   a. The EKB b. Amazon c. WordPress d. ADL
6. Ms. Keiner used an app called .... to collect data about PPE litter.
   a. Debris Tracker b. Zoom c. Satellite d. Skype
7. It's ok to be casual in tone if you're communicating with ....
   a. a person in authority b. a family member
   c. an unknown person d. your teacher
8. .... help(s) you save time and find information easily.
   a. Contacts b. Menus c. URL d. Homepage

2 Put (✓) or (✗):

1. Always be sure your message is clear when communicating online. ( )
2. Ms. Keiner was collecting litter data alone. ( )
3. Helpful websites have search engines inside their websites. ( )
4. The EKB offers material that is subject to copyright. ( )
5. Commercial websites often include customer reviews. ( )
6. One of the most famous search engines is Bing. ( )
7. You should not exhibit positive behavior in your interactions with others. ( )



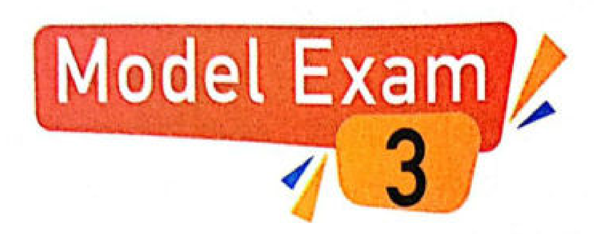
1 Choose the correct answer:

1. You can be conversational when you are communicating online using ....
   a. familiar words that add warmth b. contractions
   c. a and b d. none of the previous
2. .... include(s) short pieces of information about the website.
   a. Icons b. Menus c. About link d. Homepage
3. Customer reviews help customers decide if they want to .... a particular product or not.
   a. sell b. buy c. check d. ignore
4. Microsoft Edge is a/an .... that comes with Microsoft Windows.
   a. search engine b. web browser c. anti-virus d. library
5. .... are reference sites that allow you to view museums digitally.
   a. Online libraries b. Online museums c. Online maps d. EKB
6. .... communication does not occur in real-time and does not require an instant response.
   a. Synchronous b. Asynchronous c. Simultaneous d. Video chat
7. Peg Keiner uses .... to spread information about how to safely get rid of the problems of PPE.
   a. social media b. WhatsApp c. the EKB d. TV
8. When you start creating your website, you can choose ....
   a. a blank template b. pre-loaded template
   c. a and b d. all the previous

2 Put (✓) or (✗):

1. The factors affecting climate change are considered one of the most important social issues. (   )
2. Use nicknames if you're communicating with a classmate you don't know well. (   )
3. It is recommended that you create a visually appealing and user-friendly website. (   )

4. To display an area map, you can check online maps with the help of your teacher. ( )
5. Synchronous communication does not occur in real-time communication. ( )
6. Amazon is an example of a commercial website. ( )
7. You can't download files from the EKB website. ( )



1 Choose the correct answer:

1. The Debris Tracker app records the location with ....
   a. VPN b. GPS c. IMS d. LAN
2. .... allow(s) you read more about the site before clicking on the link.
   a. Online libraries b. Meta information
   c. The Egyptian Knowledge Bank d. Homepage
3. If you are writing to a person that you have never seen, you should .... yourself first.
   a. introduce b. produce c. engage d. ignore
4. .... is an example of a non-commercial website.
   a. The EKB b. Amazon c. Jumia d. Noon
5. If a site is spreading false or harmful information, you should ....
   a. proceed visiting that site b. stop visiting that site.
   c. stop visiting the internet d. all the previous
6. The EKB and ADL websites have specialized ....
   a. personal information b. search engines
   c. web browsers d. maps
7. Select .... in Word's toolbar or in the browser to review possible grammar and spelling errors.
   a. Editor icon b. Watermark icon
   c. Review menu d. Collections
8. Email, voice, and text messages are examples of .... communication.
   a. synchronous b. asynchronous c. real time d. simultaneous

2 Put (✓) or (✗):

1. We should depend on fake reviews when evaluating products and services. ( )
2. Google Maps are considered accurate and are regularly updated. ( )
3. On YouTube, Ms. Keiner used the hashtag #trackingppe. ( )
4. You can be more casual in tone with your teacher. ( )
5. The EKB includes articles, dictionaries, encyclopedias, and videos. ( )
6. Asynchronous communication does not require an instant response. ( )
7. Be sure not to spread false information. ( )

Model Exam 4

1 Choose the correct answer:

1. .... communication is/are useful when you are writing about everyday matter to family and you need an immediate or quick response.
   a. Synchronous b. Asynchronous c. Email d. a and b
2. Personal protective equipment (PPE), such as ....
   a. facemasks b. disposable gloves
   c. raincoats d. a and b
3. .... are helpful for searching different media, such as images or videos online.
   a. Online libraries b. Online museums c. Online maps d. a and b
4. Companies help others by addressing environmental concerns or supporting important causes, this is called ....
   a. CSR b. GPR c. PPE d. CRS
5. You can use .... to check for spelling and grammar errors.
   a. Microsoft Editor b. Microsoft Excel
   c. WordPress d. Collections
6. When you're communicating with a person of authority, you should ....
   a. be respectful b. avoid making jokes
   c. use niknames d. a and b

7. The purpose of commercial websites is to ....
   a. provide information
   b. raise awareness
   c. sell products
   d. all the previous
8. Ms. Keiner used the .... #trackingppe on Twitter and Instagram.
   a. posts
   b. hyperlink
   c. hashtag
   d. emoji

2 Put (✓) or (✗):

1. As a digital citizen, you have the right to use the internet whenever you want. (   )
2. You should always be respectful when communicating with others. (   )
3. Extreme reactions to products are usually good indicators of a product's true value. (   )
4. Video chats and live TV shows are examples of asynchronous communication. (   )
5. Peg Keiner decided to spread awareness of the dangers of litter. (   )
6. Online libraries' sources are verified and accurate. (   )
7. The purpose of non-commercial websites is to sell products or services. (   )

Model Exam 5

1 Choose the correct answer:

1. The ability to engage with others online is one of my .... as a digital citizen.
   a. responsibilities
   b. rights
   c. privacy
   d. hobbies
2. The meta information for the sites are placed .... each link.
   a. above
   b. below
   c. opposite
   d. beside
3. .... communication is a real-time communication between people.
   a. Synchronous
   b. Asynchronous
   c. Text message
   d. Voice message

4. If you're communicating with a peer you don't know well, be sure to use their ....
   a. first name   b. nick name   c. abbreviations   d. a and b

5. You can .... each collection into other apps, such as Microsoft Word.
   a. import   b. export   c. download   d. upload

6. A Creative Commons search is a resource to find .... materials.
   a. copyright-free   b. protected   c. digital   d. private

7. One of the ways usually used to get information about a product is ....
   a. reviews   b. advertisements
   c. all the previous   d. none of the previous

2 Put (✓) or (✗):

1. When you are writing a message, your emotions will be visible to everyone. (   )
2. It is not necessary to use appropriate keywords in your search. (   )
3. When you are on a video call, your feelings are invisible. (   )
4. The Egyptian Knowledge Bank is an example of commercial websites. (   )
5. Synchronous communication is useful when you need an immediate response. (   )
6. The Debris Tracker app can be downloaded on your phone for free. (   )
7. Being socially responsible includes being don't care of the websites you use. (   )
8. Debris tracker stores data and it is available for anyone to download and analyze. (   )



Theme Lessons:

Scope and Sequence



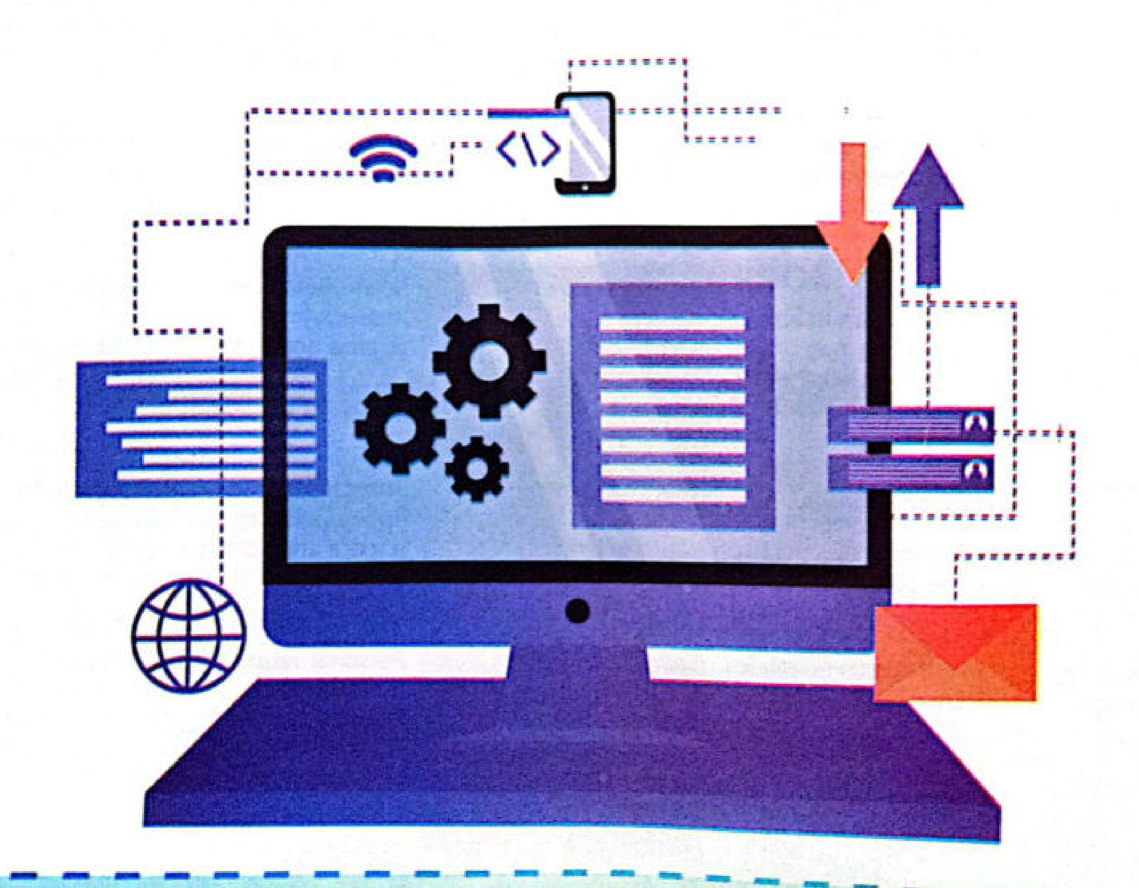
2 Software Projects

Essential Question: How can ICT tools help solve problems in our everyday lives?

Lesson	Topics	Skills Integration		
		Life Skills	Values	Issues and Challenges
LESSON 1 Explorer in Action	• How technology has been used to solve problems	**Learn to know:** Creativity **Learn to do:** Productivity	**Scientific values:** Appreciation of science and scholars	**Citizenship issues:** Technological awareness, digital citizenship, civilizational communication
LESSON 2 How Digital Devices Work	• Installing software • Updating software • Troubleshoot screen freezes	**Learn to know:** Problem-solving	**Work values:** Perseverance **Scientific values:** Appreciation of science and scholars	**Globalization issues:** Technological awareness
LESSON 3 An Introduction to Binary Numbers	• Binary numbers	**Learn to know:** Problem-solving **Learn to know:** Critical thinking	**Scientific values:** Appreciation of science and scholars	**Globalization issues:** Technological awareness, civilizational communication
LESSON 4 Determining the Needs for a Digital Project	• Determining the needs for a digital project	**Learn to know:** Problem-solving **Learn to know:** Creativity	**Scientific values:** Appreciation of science and scholars	**Globalization issues:** Technological awareness
LESSON 5 Gathering Data and Presenting Information	• Gathering data and presenting information	**Learn to know:** Creativity	**Work values:** Proficiency	**Environment and development issues:** Environmental pollution
LESSON 6 Presenting Information in an Appealing Way	• Presenting information in an appealing way • Microsoft Word and PowerPoint Movie Maker	**Learn to know:** Creativity **Learn to do:** Productivity	**Scientific values:** Appreciation of science and scholars	**Globalization issues:** Technological awareness **Citizenship values:** Legal awareness
LESSON 7 Producing an Effective Presentation	• Producing an effective presentation • Storyboards • The 10-20-30 rule of Microsoft PowerPoint	**Learn to know:** Creativity **Learn to live:** Self-management	**Scientific values:** Appreciation of science and scholars Work values: Proficiency	**Globalization issues:** Technological awareness, civilizational communication
LESSON 8 Web design Principles	• Web design principles • Creating a web page	**Learn to know:** Creativity **Learn to live:** Communication **Learn to do:** Cooperation, productivity	**Personal values:** Independence **Scientific values:** Appreciation of science and scholars	**Globalization issues:** Technological awareness, digital citizenship, civilizational communication

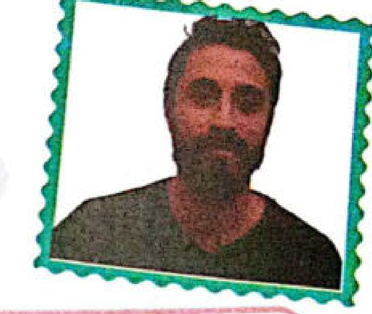


In this theme, you will learn more about the inner workings of ICT tools. You will also look at binary numbers and what they are. You'll learn the importance of planning projects in advance and how to use Excel, PowerPoint, and websites to present and share information in an appealing way.



Lesson 1 Explorer in Action

Dr. Diego Ponce de Leon



- He holds a PhD from the Energy and Resources Group, University of California Berkeley.

He develops the use of technology to

1. Build renewable energy-related data infrastructure and systems.
2. Collect data on power grids in order to improve the power system and reduce energy waste.

- The world has recently made a lot of progress in transitioning away from power generated by fossil fuels to wind and solar power.

« حاصل على شهادة الدكتوراه من قسم الطاقة والموارد في جامعة كاليفورنيا.

« طوَّر استخدام التكنولوجيا بغرض:

1. إنشاء بنية تحتية وأنظمة خاصة بالبيانات ذات الصلة بالطاقة المتجددة.
2. جمع بيانات حول شبكات الطاقة؛ من أجل تحسين نظام الطاقة والحد من الهدر.

« شهد العالم في الآونة الأخيرة تقدمًا كبيرًا في مجال التحوُّل من توليد الطاقة باستخدام الوقود الأحفوري إلى استخدام كل من طاقة الرياح والطاقة الشمسية.

- Fossil fuels are derived from coal, natural gas, and oil.
- Renewable energy, such as wind, solar power

« الوقود الأحفوري: هو الوقود المستخرج من: (الفحم الحجري، والغاز الطبيعي، والنفط).

« الطاقة المتجددة مثل: الرياح، والطاقة الشمسية.





Energy efficiency

» Dr. Ponce de Leon's work helps devices work efficiently by:

1. Connecting all the refrigerators and air conditioners together with a thermostat.

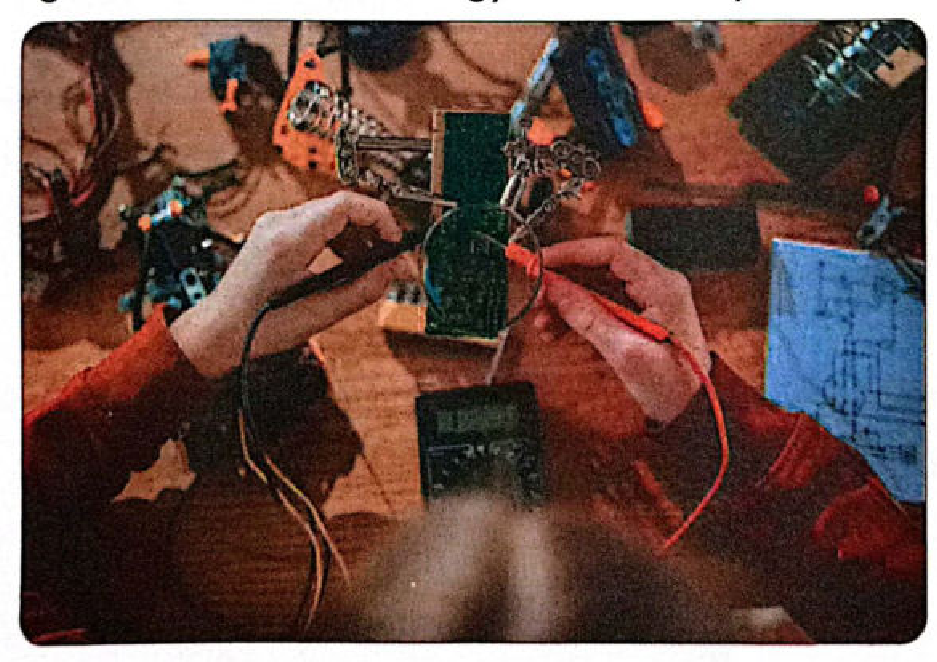
Thermostat: It is a switch that measures the temperature in air conditioners and refrigerators.

منظم الحرارة «الترموستات»: هو جهاز يقيس درجة الحرارة في مكيفات الهواء والثلاجات.

2. Programming a computer to monitor and control them.
3. He used sensors to monitor the appliances.

Sensors: They are devices that communicate information back to a computer. أجهزة الاستشعار: أجهزة تعيد إرسال المعلومات إلى جهاز الكمبيوتر.

4. He used his knowledge of software to program the air conditioners and refrigerators in a new, energy-efficient way.



كفاءة استهلاك الطاقة:

يساعد عمل الدكتور بونس دي ليون في زيادة كفاءة الأجهزة عن طريق:

1. ربط جميع الثلاجات ومكيفات الهواء معًا بواسطة منظم الحرارة (الترموستات).
2. ثم برمجة جهاز كمبيوتر لمراقبتها والتحكم بها.
3. استخدام أجهزة استشعار لمراقبة الأجهزة المنزلية.
4. برمجة مكيفات الهواء والثلاجات بشكل جديد أكثر كفاءة من حيث استهلاك الطاقة.

Lesson 1

- Dr. Ponce de Leon also used sensors to monitor the energy usage of the refrigerators and air conditioners throughout the day.
- The amount of electricity a town uses changes throughout the day. For example, more energy is used by air conditioners in the afternoon during summer because of the high temperatures.
- By monitoring energy usage, Dr. Ponce De Leon was able to balance the power grid by moving and storing electricity from one place to another so that the amounts were equal.
- In this way, he could recommend ways to save electricity and build better energy systems in the future.

- استخدم الدكتور بونس دي ليون أيضًا أجهزة استشعار لمراقبة استخدام الطاقة في الثلاجات ومكيفات الهواء طوال اليوم.
- تتغير كمية الكهرباء التي تستخدمها المدينة على مدار اليوم. على سبيل المثال، يتم استخدام طاقة أكثر بواسطة مكيفات الهواء في فترة ما بعد الظهر خلال فصل الصيف؛ بسبب ارتفاع درجات الحرارة.
- من خلال مراقبة استخدام الطاقة، تمكّن الدكتور بونس دي ليون من تحقيق التوازن في شبكة الكهرباء عن طريق نقل وتخزين الكهرباء من مكان إلى آخر بحيث تكون الكميات متساوية.
- وبهذه الطريقة يمكنه أن يوصي بطرق لتوفير الكهرباء وبناء أنظمة طاقة أفضل في المستقبل.

Data and information management systems in Egypt:

- In Egypt, a data and information management system is being used for a different reason.
- It is used to ensure water is being used efficiently in newly reclaimed areas.
- The system is based on monitoring and remote sensing data.
- This data helps engineers make decisions and improve irrigation systems.

NOTES:

- Using technology to collect data is crucial to planning for the future.
- Egypt has been increasing its agricultural land to ensure food security.

- في مصر، يتم استخدام نظام إدارة البيانات والمعلومات لسبب مختلف.
- يتم استخدامه لضمان استخدام المياه بكفاءة في المناطق المستصلحة حديثًا.
- يعتمد النظام على بيانات الرصد والاستشعار عن بُعْد.
- تساعد هذه البيانات المهندسين على اتخاذ القرارات وتحسين أنظمة الري.
- ملحوظة: • استخدام التكنولوجيا لجمع البيانات أمر بالغ الأهمية في التخطيط للمستقبل.
  • قامت مصر بزيادة أراضيها الزراعية؛ لضمان الأمن الغذائي.

Information in Exercises

» Dr. Ponce de Leon used a Raspberry Pi 2B:

Raspberry Pi 2B: Simple, small (it fits in your hand), and inexpensive computer that is used in the processing and storage of data as well as running software.

راسبيري باي: جهاز كمبيوتر بسيط وصغير (يتسع لراحة يدك) وغير مكلف، يُستخدم لتخزين ومعالجة البيانات وتشغيل البرامج أيضًا.

» With a basic knowledge of the coding language, you can program it to do practical things, such as:

1. Turn lights on and off.
2. Read sensors.
3. Record data.

» You can plug in:

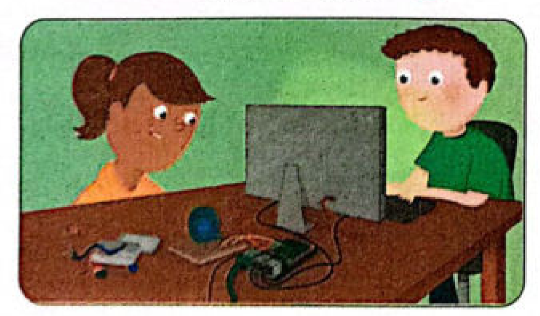
1. A keyboard
2. A monitor
3. A mouse

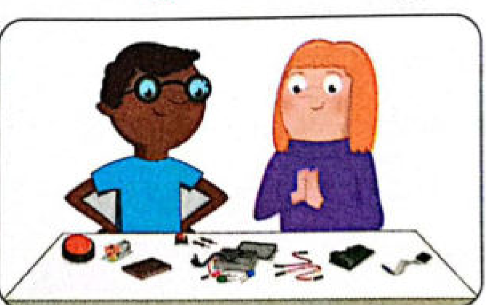
« يمكن برمجته بسهولة من خلال معرفتك أساسيات لغة البرمجة لإجراء مهام عملية، مثل:

1. إضاءة المصابيح وإطفائها.
2. قراءة أجهزة الاستشعار.
3. تسجيل البيانات.

« يمكن توصيل:

1. لوحة مفاتيح.
2. شاشة.
3. فأرة بهذا الكمبيوتر.





» Students programmed their Raspberry Pi to sense when the plants in the school garden were dry, and the computer started the watering system!

» People worldwide use the Raspberry Pi to:

1. Learn computer programming.
2. Build hardware projects.

« استطاع التلاميذ برمجة جهاز الراسبيري باي الخاص بهم لتشغيل نظام الري بحديقة المدرسة عند الاستشعار بجفاف النباتات.

« يستخدم الأفراد في كافة أنحاء العالم أجهزة «راسبيري باي» لـ:

1. تعلُّم برمجة الكمبيوتر.
2. إنشاء مشروعات خاصة بالأجهزة.

Exercises on Lesson 1

1 Choose the correct answer:

1. .... is one of the renewable energy sources.
   a. Natural gas b. Wind c. Coal d. Oil
2. Dr. Diego Ponce de Leon develops the use of technology to build data systems related to ....
   a. renewable energy b. fossil fuels
   c. debris d. petroleum
3. Fossil fuels are found in nature in the form of ....
   a. natural gas b. coal c. oil d. all of them
4. Thermostats are used in refrigerators to measure the ....
   a. temperature b. energy c. humidity d. intensity
   [الإسكندرية - المنتزه أول 2023]
5. Recently, ... is/are being used as alternative(s) of fossil fuels.
   a. solar power b. wind c. oil d. a and b
6. Dr. Diego connects the refrigerators and air conditioners together with ....
   a. thermostats b. Bluetooth c. Wi-Fi d. debris
7. .... is/are used to monitor how much energy the refrigerators and air conditioners use throughout the day. [الإسكندرية - المنتزه ثان 2023]
   a. Sensors b. A thermostat c. Debris d. Coal
8. .... is a switch that measures the temperature in air conditioners and refrigerators. [الإسكندرية - إدارة وسط 2023] [الغربية - زفتى 2023]
   a. A power grid b. A thermostat c. Natural Gas d. Energy
9. You can use .... to monitor and control home appliances. [دمياط 2023]
   a. Wi-Fi b. thermostats c. sensors d. Google
10. The amount of electricity used by air conditioners in summer is .... in the winter.
    a. higher than b. less than
    c. the same as d. none of the previous
11. .... is/are devices send back information to the computer.
    a. Thermostat b. Sensors c. Raspberry Pi d. A switch
    [البحيرة - الدلنجات 2023]

12 In Egypt, data and information management system was built to improve the .... system.
a. investment b. irrigation c. industry d. environment

13 To learn computer programming, you should use .... [الإسكندرية - شرق 2023]
a. The TV b. sensors c. the radio d. Raspberry Pi

2 Put (✓) or (✗):

1 We can use technology to solve many problems. [الجيزة - 6 أكتوبر 2023] (   )
2 Dr. Diego used technology to reduce energy waste. [الجيزة-الهرم 2023] (   )
3 A thermostat is a device that communicates information back to a computer. (   )
4 The amount of electricity used in a certain town changes throughout the day. (   )
5 Sensors are devices used to measure the temperature. (   ) [الإسكندرية - المنتزه أول 2023]
6 The amount of electricity used by air conditioners in the summer is less than in the winter. (   )
7 There is just one way to produce energy. (   )
8 Egypt has a system for using water efficiently to increase agricultural area. [البحيرة - الدلنجات 2023] (   )
9 Dr. Ponce was able to balance the power grid by moving and storing the electricity. (   )
10 We can store and move electricity from one place to another. (   )
11 The Raspberry Pi can be programmed to read sensors and record data. [دمياط 2023] (   )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Sun and wind	a. Using technology to collect data in planning.
2 Coal and oil	b. measures the temperature
3 Sensors	c. are fossil fuels.
4 A thermostat	d. communicate information back to a computer.
5 Crucial	e. are renewable energy sources.

1 .... 2 .... 3 .... 4 .... 5 ....

Lesson 2 **How Digital Devices Work**

Tips for Common ICT Issues

1 Installing Software تثبيت البرامج

Most software programs are downloaded from the internet, such as:

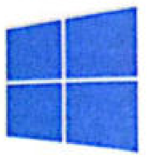
Microsoft Office



Google Chrome



Windows PC



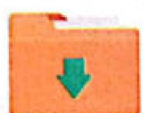
- Find the program online.



- Click the download button.



- Click on the file, located in Downloads.



- A box will pop up.
  Follow the instructions to finish the installation process.



INSTALL.....

Android Device



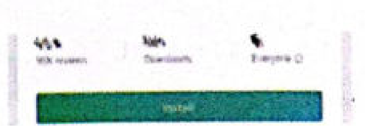
- Tap on the Apps icon.

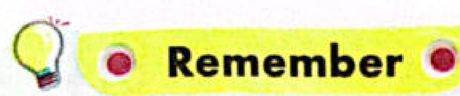


- Go to the App Store (Google Play stores).



- Find the app you're looking for and click Install.





Remember

- If you don't use official stores, only download software from reliable sources.
- If you're unsure or facing problems, you can ask your teacher for help.

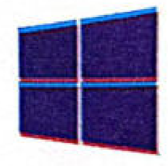
• إذا كنت لا تستخدم متاجر التطبيقات الرسمية، فاحرص على تنزيل البرمجيات فقط من مصادر موثوقة.
• في حال كان لديك أي شكوك أو مشكلات، يمكنك الاستعانة بمعلمك.

2 Updating Software تحديث البرمجيات

- Software programs often need to be updated.
- Updates help programs to run more efficiently.
- Many programs install the necessary updates automatically.
- Some major updates require a restart. Windows will prompt you when this is the case.

« يجب تحديث البرمجيات بانتظام لمساعدتها على العمل بكفاءة أكثر.
« تُثبَّت التحديثات في معظم البرامج تلقائيًا.
« تتطلب بعض التحديثات الكبيرة إعادة تشغيل جهاز الكمبيوتر، وفي هذه الحالة سيُظهر لك الجهاز رسالة تخبرك بذلك.

Windows PC



To manage updates, go to the following:

Start button → Settings → Update and Security → Windows Update

Android Device



To check for updates, go to the following:

System → System Update

- Tap on the icon and follow the instructions to install the necessary updates.

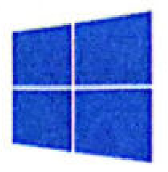
• اضغط على الأيقونة واتبع التعليمات لتثبيت التحديثات الضرورية.

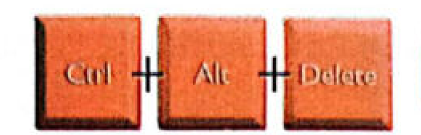
③ Troubleshoot Screen Freezes حل مشكلة توقف الشاشة عن الاستجابة

» Sometimes, when you're downloading or updating software, your screen may freeze. If this happens:

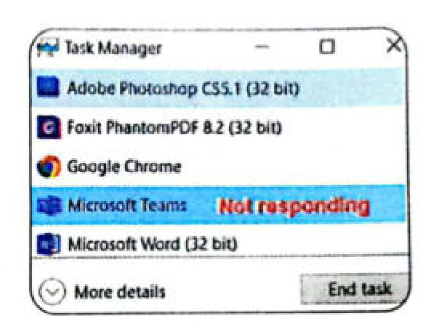
« في بعض الأحيان، عندما تقوم بتنزيل برنامج أو تحديثه، قد تتجمد شاشتك. إذا حدث هذا، قم بعمل الآتي:

Windows PC



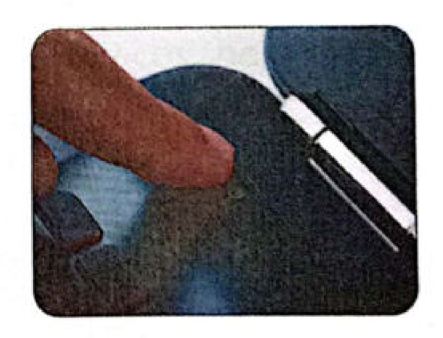
Press and hold the  buttons.

- Use the Task Manager to shut down any program that is marked as "not responding."



• استخدم مدير المهام لإيقاف تشغيل أي برنامج تم وضع علامة «لا يستجيب» عليه.

- Turn your device off by pressing and holding down the power button for several seconds. Then wait a few more seconds before restarting your device.

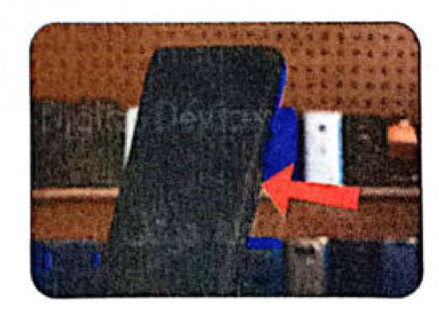


• قم بإيقاف تشغيل جهازك بالضغط مع الاستمرار على زر الطاقة لعدة ثوانٍ، ثم انتظر بضع ثوانٍ إضافية قبل إعادة تشغيل جهازك.

Android Device



- Hold down the power button for 30 seconds and restart.

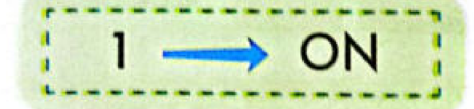


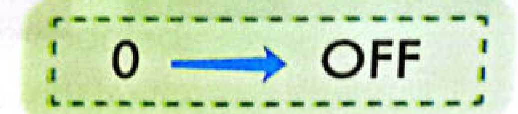
• اضغط مع الاستمرار على زر الطاقة لمدة ٣٠ ثانية وأعد التشغيل.

Theme 4

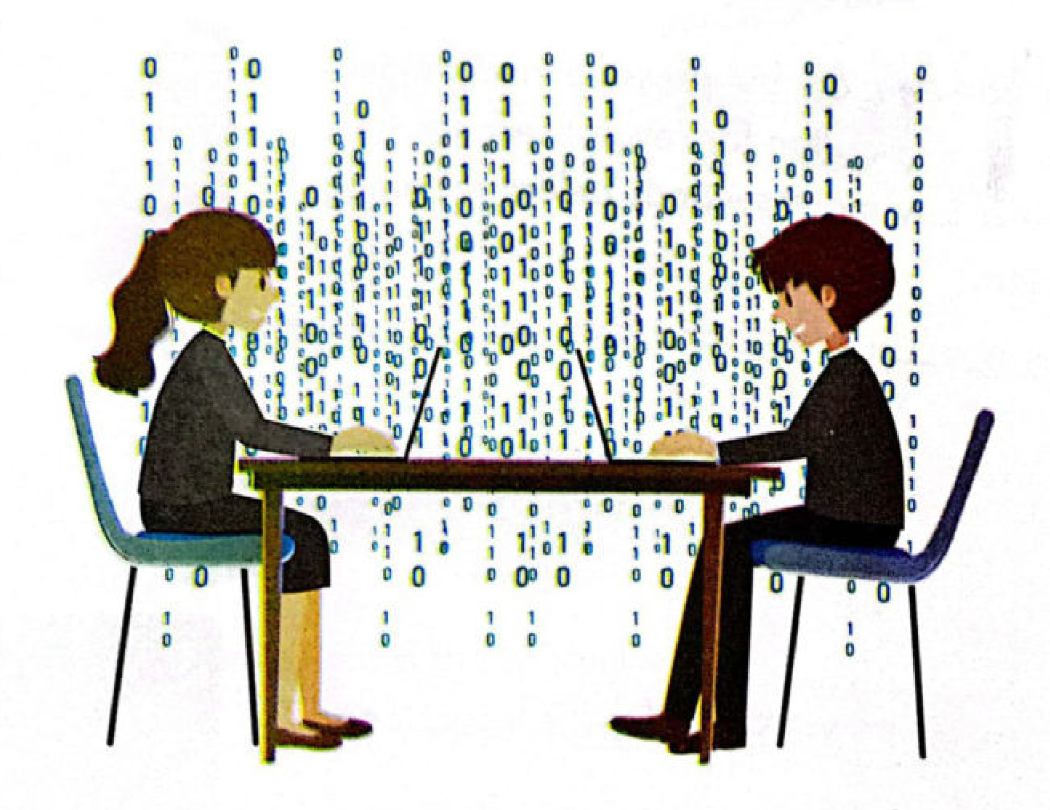
4 Binary Numbers System نظام العد الثنائي

- Computers use the binary system to store data more efficiently.
- Think of binary numbers as a language that the computer understands.
- Understanding the binary system will help you better understand what's going on when investigating a computer problem.
- The binary system uses the two values 1 and 0 to express the binary numbers system.
- Computers understand data (numbers) through a binary electrical signal:





- تستخدم أجهزة الكمبيوتر النظام الثنائي لتخزين البيانات بشكل أكثر كفاءة.
- يمكنك اعتبار الأرقام الثنائية لغة يفهمها الكمبيوتر.
- سيساعدك فهمها على فهم ما يحدث بشكل أفضل عندما تتقصى مشكلة متعلقة بالكمبيوتر.
- يستخدم النظام الثنائي القيمتان 0 و 1 للتعبير عن نظام الأرقام الثنائية.
- أجهزة الكمبيوتر تفهم البيانات (الأرقام) من خلال إشارة كهربائية ثنائية. (0 تعني إيقاف، 1 تعني تشغيل)



Exercises on Lesson 2

1 Choose the correct answer:

1. Most software programs, like ...., are downloaded from the internet. [الإسكندرية - العامرية 2023]
   a. MS Office   b. Google Chrome
   c. a and b   d. none of them
2. If you don't use official stores, only download software from .... sources. [دمياط 2023]
   a. reliable   b. unreliable   c. harmful   d. dangerous
3. To run the programs more efficiently, they must be ....
   a. deleted   b. uploaded   c. updated   d. all of them
   [الإسكندرية - شرق 2023]
4. To solve the problem of screen freezes, you can use the .... buttons. [الدقهلية - بلقاس 2023][الغربية - زفتى 2023] [دمياط 2023]
   a. Alt+Tab+Del   b. Alt+Ctrl+Del   c. Alt+Ctrl+Tab   d. none of them
5. To solve the problem of screen freezes on Android devices, hold down the power button for 30 .... [الإسكندرية - شرق 2023]
   a. hours   b. minutes   c. seconds   d. a and b
6. If you download a software program, you can find the program in the .... folder. [الجيزة - 6 أكتوبر 2023] [الإسكندرية - المنتزه أول 2023]
   a. Installed   b. Favourites   c. Pictures   d. Downloads
7. To turn your device off, hold down the .... button.
   a. power   b. Esc   c. enter   d. space
8. Computers use the .... numbers system to store data more efficiently.
   a. binary   b. decimal   c. octal   d. primary
9. Computers understand .... signals.
   a. Morse   b. electrical   c. light   d. a and b
10. The binary system uses the value(s) .... to express the binary numbers system. [الجيزة - الهرم 2023]
    a. 0   b. 1   c. a and b   d. none of them

11. In the computer binary system, the value(1) means ....
   a. on b. off c. stop d. skip

2 Put (✓) or (✗):

1. It is recommended to update the software installed on your device regularly. [الإسكندرية - المنتزه ثان 2023] (   )
2. You must install updates for programs manually. [البحيرة - دمنهور 2023] (   )
3. All software updates require a restart. [الجيزة - 6 أكتوبر 2023] (   )
4. "Screen freezes" is one of the common problems when using a PC. (   )
5. The binary system uses the values 1 and 2. (   )
6. Some programs can be updated automatically. (   )
7. Some major updates require a restart. (   )
8. All online sources are safe to download programs. (   )
9. Users can face various problems when using computers. (   )
10. You can use "Task Manager" to shut down non-responding programs. (   )
11. To solve the problem of the screen stopping responding on Android devices, press the power button for 30 seconds. [الأزهر الشريف 2023] (   )

3 Complete using the words between the brackets:

(30 seconds – binary system – Updates – power – Office 365)

1. .... is an example of software programs that can be downloaded.
2. To turn your cell phone off, press the .... button for ....
3. Computers use the .... to store data more efficiently.
4. .... help programs to run more efficiently.

4 Rearrange the following settings to update a software program on your PC:

a. Windows Update (   )
b. Settings (   )
c. Start button (   )
d. Update and Security (   )

Test Yourself on Lessons 1&2

1 Choose the correct answer:

1. Thermostats are used in refrigerators to measure the ....
   a. temperature b. humidity c. energy d. a and b [دمياط 2023]
2. Software should be .... regularly to help it works efficiently.
   a. updated b. deleted c. ignored d. renamed [القاهرة - المستقبل 2023]
3. You can use the "Alt + Ctrl + Del" buttons to solve the problem of screen freezes on .... devices.
   a. Windows b. Android c. iPhone d. Linux [الإسكندرية - المنتزه أول 2023]
4. Dr. Diego used .... to monitor the appliances.
   a. thermostats b. sensors c. Wi-Fi d. fuels

2 Put (✓) or (✗):

1. Egypt uses data and information management systems to improve the irrigation system. (   )
2. Wind energy is extracted from coal, natural gas, and oil. (   )
   [برج العرب 2023]
3. Press the "Alt + Ctrl + Del" buttons to solve the problem of screen freezes on Android devices. (   )
4. Many programs install updates automatically (   )
5. You should download software from reliable sources. (   )

3 Complete the missing parts using the words between the brackets:

(Raspberry Pi – Wind - Windows – binary system – Google Chrome)

1. .... is a simple computer that you can program to turn lights on and off. [الأزهر الشريف 2023]
2. .... is one of the renewable energy sources. [البحيرة - دمنهور 2023]
3. .... is a program that can be downloaded using the internet.
4. .... is considered the most famous operating system. [القاهرة - المستقبل 2023]
5. Computers use the .... to store data more efficiently.

Lesson 3 An Introduction to Binary Numbers

- Computers can perform amazing tasks quickly.
- They only understand information represented by 1s and 0s.
- Computer design is simple and efficient. Just like a light switch, it allows only two states: on and off.

1s and **0s** → they also called → **Yes** **No** or **On** **Off**

- The binary numbers system is used to send, receive and store information on digital electronic devices, such as computers, phones, and calculators.

« يمكن لأجهزة الكمبيوتر أداء مهام مذهلة بسرعة. « أجهزة الكمبيوتر تفهم فقط المعلومات الممثلة بـ (0 و1).

« تصميم الكمبيوتر بسيط وفعال تمامًا مثل مفتاح الإضاءة، فإنه يسمح بحالتين فقط: التشغيل والإيقاف.

« يستخدم نظام الأرقام الثنائية لإرسال واستقبال وتخزين المعلومات على الأجهزة الإلكترونية الرقمية مثل: أجهزة الكمبيوتر، والهواتف، والآلات الحاسبة.

Decimal Number (Base ten system)

- All information can be represented using only two numbers in the binary system.
- To understand this, it's helpful to consider the decimal system.
- Humans use the decimal system to communicate using numbers.
- The decimal system has ten unique numerals (0 - 9). Therefore, it is called the base-ten system.

0	1	2	3	4	5	6	7	8	9

- These ten numbers are used to represent all possible numbers.
- Once we count past 9, we add one of the ten unique number symbols as a digit on the left.
- Counting from the right, each place represents a value ten times as big as the previous one.

• يمكن تمثيل جميع المعلومات باستخدام رقمين فقط في النظام الثنائي. • لفهم ذلك، من المفيد النظر في النظام العشري.

• يستخدم البشر النظام العشري للتواصل باستخدام الأرقام.

• النظام العشري يحتوي على عشرة أرقام متفردة (0 – 9)؛ لذلك يطلق عليه نظام الـ«أساس 10».

• تستخدم هذه الأرقام العشرة لتمثيل جميع الأرقام الممكنة.

• عندما نتجاوز الرقم 9 في العد، نضيف أحد الأرقام العشرة المتفردة كرقم على اليسار.

• بالعد من اليمين، يمثل كل مكان قيمة أكبر بعشرة أضعاف من القيمة التي قبلها.

Exercise 1 1001

Decimal system	x16	x8	x4	x2	x1	Binary system
....						←

Exercise 2 110

Decimal system	x16	x8	x4	x2	x1	Binary system
....						←

Exercise 3 111

Decimal system	x16	x8	x4	x2	x1	Binary system
....						←

في النظام الثنائي: العد يكون من جهة اليمين، ويمثل كل مكان قيمة مرتين أكبر من الكمية السابقة 1s,2s,4s,8s,16s

Example: 101

It is read as "one zero one" using the binary system.

It is read as "one hundred one" using the decimal system.

How to convert from the binary system to the decimal system

Example: 101

Decimal system	x16	x8	x4	x2	x1	Binary system
5			1	0	1	← 101 Write number from right

4 + 0 + 1

- This means number (101) in the binary system equals (5) in the decimal system.

This table shows some values of binary numbers and their equivalent decimal numbers:

Decimal	Binary					
		x16	x8	x4	x2	x1
1	1	0	0	0	0	1
2	10	0	0	0	1	0
3	11	0	0	0	1	1
4	100	0	0	1	0	0
5	101	0	0	1	0	1
6	110	0	0	1	1	0
7	111	0	0	1	1	1
8	1000	0	1	0	0	0
9	1001	0	1	0	0	1

Exercises on Lesson 3

1 Choose the correct answer:

1. .... are like a light switches; they allow only two states "on and off".
   a. Computers b. Numbers c. Systems d. None of them

[الإسكندرية - العامرية 2023]

2. Computers only understand information represented by ....
   a. 1s b. 0s c. 2s d. a and b

3. The binary numbers system is used to store, send, and receive date on ....
   a. computers b. calculators c. a and b d. none of them

4. The binary system is used to send, receive, and .... information on digital electronic devices.
   a. process b. delete c. store d. remove

5. Humans use the .... system to communicate using numbers.
   a. binary b. decimal c. octal d. fraction

6. The .... system is called the base-two system.
   a. binary b. decimal c. octal d. primary

7. The .... system is called the base-ten system.
   a. binary b. decimal c. octal d. primary [دمياط 2023]

8. In the decimal system, we use .... number symbols to represent all possible numbers.
   a. one b. two c. three d. ten

9. The binary numbers system is used to send, receive, and store information on digital electronic devices, such as ....
   a. computers b. phones c. laptops d. all the previous

[الإسكندرية - العامرية 2023]

2 Put (✓) or (✗):

1. Computers understand information represented by "on and off". (   )
2. The binary numbers system does not enable the computer to store data. (   )

[برج العرب]

3. The number 7 in the decimal system is equivalent to (111) in the binary system. (   )
4. The decimal system is called the base-two system. (   )
5. The binary number system has just two numbers (1 and 2). (   )
6. The decimal system is a numbering system that has a base number of 2. (   )

[الغربية - زفتى 2023]

7. The binary numbers system is called the base-two system. (   )
8. The decimal system is used in cell phones to store data. (   )

3 Complete the following table:

	Decimal	Binary
1		0001
2	9	
3		0101
4	8	
5		0110
6	7	
7	2	
8		0100

Lesson 4 Determining the Needs for a Digital Project



- Explorer Ponce de Leon understands the importance of planning.
- He uses technology to collect data to plan for the future.

• يفهم المستكشف بونس دي ليون أهمية التخطيط. ويستخدم التكنولوجيا لجمع البيانات؛ بهدف التخطيط للمستقبل.

Before starting your project, discuss in groups:

1. **What will the final product be?**
   Presentation, poster, web page, or film?
2. **What is needed?**
   Make a list of the things needed to deliver the project on time.
3. **Which tools will you use?**
   Decide on the tools that will be needed to complete each section of the project.
4. **Who will do each part?**
   Assign roles based on the strengths and interests of each group member.



قبل البدء بمشروعكم، ناقشوا التالي ضمن مجموعات:

1. ماذا سيكون المنتج النهائي؟ – هل سيكون عرضًا تقديميًا أو ملصقًا أو صفحة ويب أو فيلمًا؟
2. إلامَ تحتاج؟ – حضِّر لائحة بالعناصر التي تحتاج إليها؛ لتسليم المشروع في الوقت المناسب.
3. ما الأدوات التي ستستخدمونها؟ – اكتبوا قائمة بالأدوات اللازمة لتحضير كل جزء من أجزاء المشروع.
4. مَنْ سيتولى إنجاز كل جزء؟ – وزِّع الأدوار بناء على نقاط القوة والاهتمامات التي يتمتع بها كل فرد في المجموعة.

1 Microsoft Word:



- Word (in Microsoft Office 365) is an efficient program to use when working on projects.
  1. Group members can work together at the same time.
  2. With an internet connection, you can set up a Word document to be edited by numerous users in different locations.
- This can be done by setting up online editing:

  Click Edit Documents → Edit in Word for the web to make changes.

هو برنامج من مايكروسوفت 365، وهو من البرامج المفيدة لتنفيذ المشاريع.

1. يتيح لأفراد المجموعة العمل معًا في الوقت نفسه على تحرير مستند.
2. يسمح لمستخدمين متعددين من حول العالم بتحرير المستند نفسه إذا توفَّر اتصال بالإنترنت؛ وذلك من خلال تثبيت ميزة التعديل على الإنترنت.

لإجراء تغييرات على المستند: انقر على (تحرير المستند) ← (التحرير في وورد للويب).

2 Microsoft Paint:



- You can save the images you create and insert them into your document.

يمكن من خلاله حفظ الصور التي أنشأتها ثم إدراجها في المستند.

3 Email:

1. Use email to send your work to other group members or to your teacher.
2. Write your ideas in a message or attach a document or image that you've created.

- Remember: Always tell your group members that you're sending an attachment, so they know that it's safe to open.

1. يستخدم لإرسال عملك إلى الأفراد الآخرين ضمن المجموعة أو إلى معلمك.
2. تستطيع من خلاله أن تكتب أفكارك في رسالة أو أن ترفق مستندًا أو صورة كنت قد أنشأتها.

لا تنسَ أن تخبر أفراد المجموعة أنك أرفقت الملف؛ لكي يعرفوا أنه يمكنهم فتحه بأمان.

Assigning Roles

» Understanding the roles group members will play in the project is important.

Before you start, speak to your group members to discuss the following:

1. The strengths and personal characteristics of each group member that can benefit the group.
2. The things needed to complete the project: pictures, texts, data, etc.
3. The tools that will be needed to complete each section of the project
4. The format that will be used to deliver information.

Then discuss:

a. Who might be best suited for each aspect of the project to assign roles.

b. Be sure to go over any questions group members may have and answer the questions as a group.

c. If there are any questions left unanswered, ask your teacher or family for help.

توزيع الأدوار:

قبل البدء في المشروع من المهم جدًا أن يفهم أفراد المجموعة أدوارهم في المشروع، ناقش أفراد مجموعتك في النقاط التالية:



1. نقاط القوة التي يتمتع بها كل فرد، وميزاته الشخصية التي يمكن أن تفيد المجموعة.
2. العناصر الضرورية لإنجاز المشروع مثل: الصور والنص والبيانات وغيرها.
3. الأدوات اللازمة لإنجاز كل جزء من أجزاء المشروع.
4. التنسيق الذي سيُستخدم لتسليم المعلومات. **بعدها:**

أ. حدِّدوا الفرد المناسب لتولي كل جزء من أجزاء المشروع، ثم وزِّعوا الأدوار.

ب. احرصوا على مناقشة أي أسئلة قد يطرحها أفراد المجموعة، وأجيبوا عنها ضمن المجموعة.

جـ. في حال لم تعرفوا الإجابة عن بعض تلك الأسئلة، اطلبوا المساعدة من معلمكم أو أسركم.





Explore



- **Bakkar**, the young explorer from the popular cartoon, helps spread information about environmental issues that affect Egypt.
  He's a role model for Egyptian children.
- Think about the role models you have, from those on TV to National Geographic explorers you have learned about and Egyptian explorers.
- What values and characteristics do they have that make them Egyptian role models?
- What important issues might they focus on? Discuss as a group.

لنستكتشف:

- بكار المستكشف الشاب من المسلسل الكارتوني المصري الرائج، يساعد على نشر المعلومات عن قضايا بيئية تؤثر في مصر، وهو قدوة يُحتذى بها للأطفال المصريين.
- فكِّر في شخصيات تعتبرها مثالك الأعلى، من البرامج التلفزيونية أو مستكشفي ناشيونال جيوجرافيك الذين تعرفت إليهم، أو مستكشفين مصريين.
- ما القيم والميزات التي يتمتعون بها والتي تجعلهم قدوة؟
- ما القضايا المهمة التي يركزون عليها؟ ناقش ذلك ضمن مجموعة.

Exercises on Lesson 4

1 Choose the correct answer:

1. Dr. Ponce de Leon uses technology to collect data to .... for the future.
   a. plan b. manage teams c. chat d. play
2. To set up a Word document to be edited by numerous users, you need a/an ....
   a. internet connection b. printer c. interview d. camera
3. You can save the images you create and insert them into your document using ....
   a. Facebook b. Paint c. email d. interview

[الإسكندرية - وسط 2023]

4. To send your work to other group members or to your teachers, use ....
   a. Microsoft Word b. Paint c. email d. Excel

[الإسكندرية - شرق 2023] [الإسكندرية - وسط 2023]

5. When sending an email, you can include .... in your message.
   a. your ideas b. document or image
   c. a and b d. none of them
6. When sending an attachment via email, you should ....
   a. tell the recipients b. attach virus c. send it without message
   d. a and b
7. The role model in the Egyptian cartoon is named ....
   a. Pooh b. Bakkar c. Mickey d. Batman

[الإسكندرية - شرق 2023]

2 Put (✓) or (✗):

1. Dr. Ponce de Leon uses technology to collect data to plan for the future. (   )
2. Microsoft Word is one of the Microsoft Office 365 programs. (   )

3 It is not available to edit a Word document online. (   )

[الإسكندرية - المنتزه أول 2023]

4 It is not necessary to plan for your project. (   )

5 One of the tools you may need for a group project is email. (   )

6 You can't attach a document to your email. (   )

[الإسكندرية - المنتزه أول 2023]

7 Assigning roles to the group members is crucial when starting a project. (   )

8 Identifying the personal characteristics of team members can benefit the group. (   )

9 You can use email to save the images you create and insert them into your document. (   )

[الدقهلية - بلقاس 2023]

10 You have to discuss the tools needed to complete each section of the project after finishing it. (   )

11 Be sure to answer any questions the group members may have. (   )

[الإسكندرية - المنتزه أول 2023]

12 You can't insert an image into a Word document. (   )

13 Before starting work on any project, a list of the tools needed for each part of the project must be determined. (   )

[برج العرب 2023]

3 Complete the missing parts using the words between the brackets:

(Paint – roles – Email – MS Word – technology)

1 .... is one of the programs that may be used in preparing a project.

2 Before starting a project, you have to assign .... to group members.

3 .... is used to send documents to project members.

4 To edit and save images, you can use the .... program.

5 You can use .... to collect data to plan for the future.

Test Yourself on Lessons 3&4

1 Choose the correct answer:

1. Computers use the .... numbers system to store data more efferently.
   a. binary b. decimal c. octal d. primary
2. You can use .... to send your work to other people in a group.
   [البحيرة - الدلنجات 2023]
   a. email b. Paint c. Word d. Excel
3. Paint program is used to .... images.
   a. create b. edit c. delete d. a and b
4. Number "3" in the decimal system is equivalent to .... in the binary system.
   a. 100 b. 111 c.110 d. 011
5. The binary numbers system "101" is equivalent to .... in the decimal system
   a. 2 b. 5 c. 3 d. 4

2 Put (✓) or (✗):

1. The binary numbers system is called the base-ten system. ( )
2. Before you start a project, assign roles to your team. ( )
3. Humans use the binary system to communicate. ( )
4. Ensure to answer all group questions before starting a project. ( )
5. The binary numbers system is used to store date only on computers.( )

3 Complete the missing parts using the words between the brackets:

(decimal – project – email – binary – Microsoft Office 365)

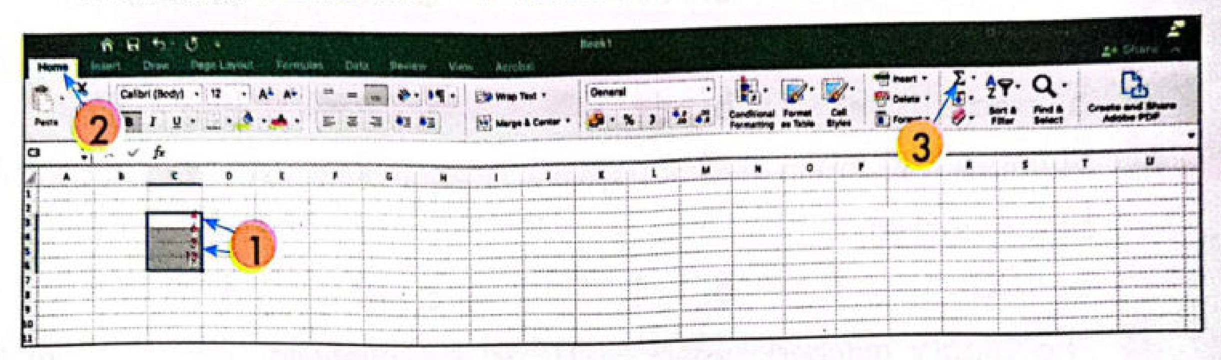
1. The .... system is called the base-ten system.
2. You can attach a file to the message you are sending via ....
3. The .... system represents information by 1s and 0s.
4. MS Word is one of the programs included in ....
5. Before starting your ...., discuss the tools you need.

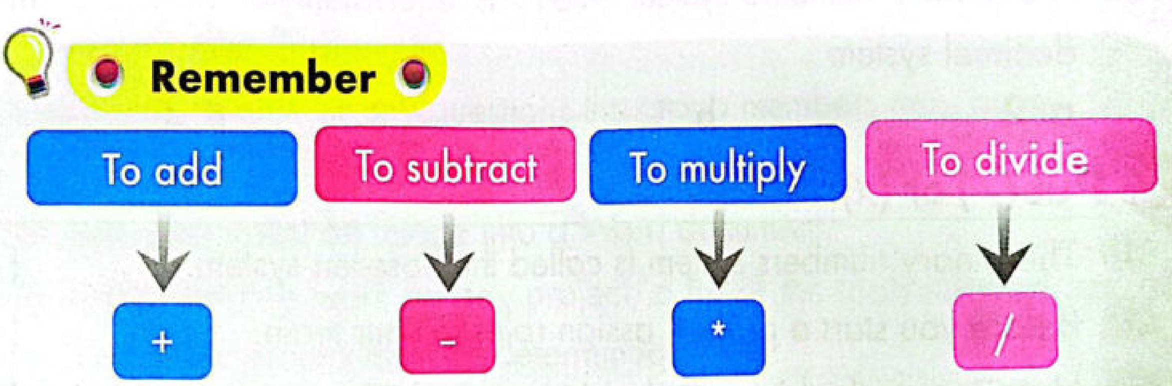
Lesson 5 Gathering Data and Presenting Information

Here are some useful tools in Excel:

1 Add up numbers جمع الأرقام

- Select the cells you want to add together.
- Then click: Home Tab ⟶ AutoSum ⟶ Enter





NOTE:

- Use "=" in the cell that will create the formula, for example "= B2 – C1".

	A	B	C	D
1				
2				
3		=B2-C1		
4				

2 Add titles to a graph/chart:

- Toolbar ⟶ Chart Design ⟶ Add Chart Element

3 Choose the color of a graph/chart:

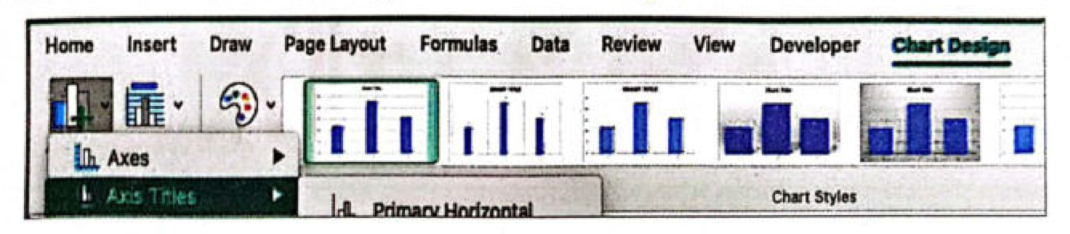
- Toolbar ⟶ Chart Design ⟶ Format

4 Choose the type of a graph/chart:

- Toolbar ⟶ Chart Design ⟶ Change Chart Type

5 Choose the layout of a graph/chart:

- Toolbar ⟶ Chart Design ⟶ Quick Layout



Digital information-handling skills

- Research information
- Collect information
- Classify information
- Process information

1 Researching:

» First, define a research question.

» Then, Use online and offline sources to find information.

- Online sources (the internet): such as digital books
- Offline sources: such as books in the school library,

أولًا: البحث:

« أولًا حدِّد سؤال البحث.

« بعدها، استخدم شبكة الإنترنت أو المصادر التي لا تحتاج إلى اتصال بالإنترنت للبحث عن المعلومات، مثل الكتب الإلكترونية الموجودة على جهازك أو في مكتبة المدرسة.

2 Collecting:

» **You can use:**

- Word
- Excel (for numeric data)
- Pen and paper.

» Put data into specific files and folders for different types (e.g. images, text, videos, tables.

ثانيًا: جمع المعلومات:

« يمكنك استخدام برنامج معالج الكلمات (Word)، أو برنامج الجداول الحسابية (Excel) للبيانات الرقمية، أو قلم وورقة لجمع المعلومات.

« ضع البيانات في ملفات ومجلدات بحسب أنواعها المختلفة: «الصور والنصوص والفيديوهات والجداول».

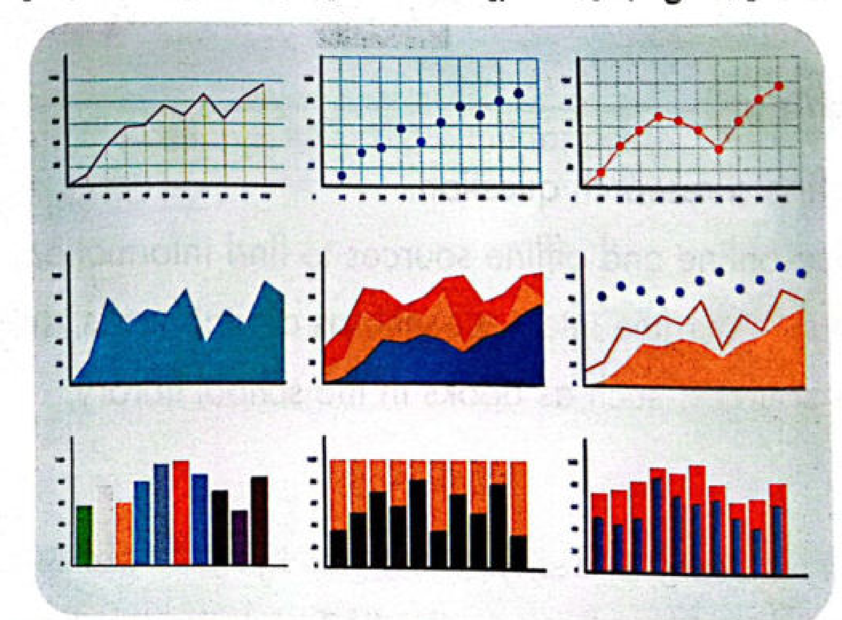


3 Classifying:

» Excel graphs are one example of how you can classify and provide a visual representation of data drawn in the form of a graph.

ثالثًا: التصنيف:

« استخدم الرسوم البيانية في برنامج الجداول الحسابية Excel؛ لتصنيف وعرض البيانات المرسومة في شكل بياني.

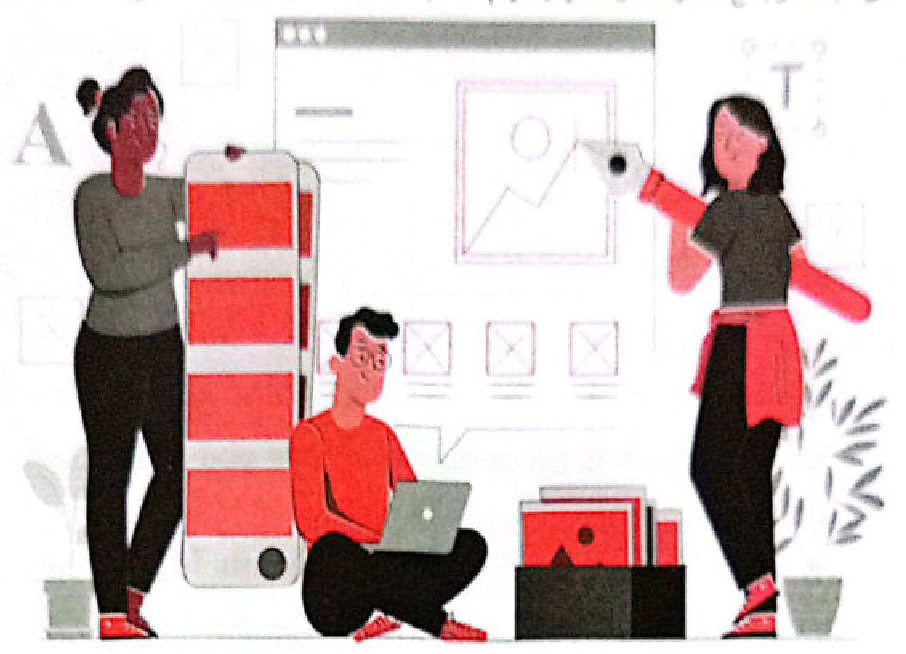


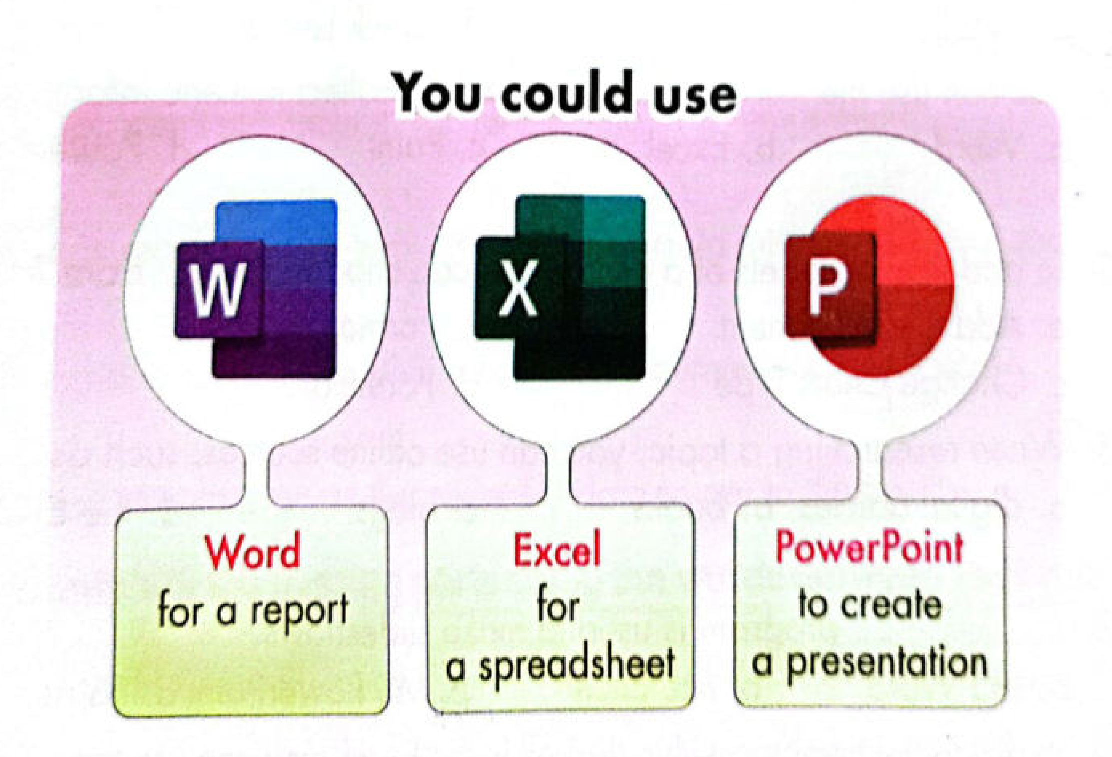
Processing:

» Once you have researched, collected, and classified your information, you want to process it to get results and share them with others.

رابعًا: المعالجة:

« بعد الانتهاء من البحث وجمع المعلومات وتصنيفها، يتم معالجة المعلومات للوصول إلى النتائج ومشاركتها.





Exercises on Lesson 5

1 Choose the correct answer:

1. You can use the .... sign to add the values of cells in Excel. [الجيزة - الهرم 2023]
   a. + b. – c. = d. *
2. To add up numbers in Excel, select the cells you want to add together, then click .... from the Home Tab. [الإسكندرية - شرق 2023]
   a. Chart Design b. Quick Layout c. Format d. AutoSum
3. To create a formula, you can write .... [الدقهلية - بلقاس 2023]
   a. + b. – c. = d. *
4. .... graph is an example of how you can classify data drawn in the form of a graph. [الإسكندرية- وسط 2023]
   a. Word b. Excel c. Debris Tracker d. Paint
5. The color of the graph can be chosen from the command ....
   a. Add Chart Element b. Format
   c. AutoSum d. Quick Layout [دمياط 2023]
6. You can use the .... program to collect numeric information.
   a. Word b. Excel c. Paint d. PowerPoint
   [الغربية - زفتى 2023]
7. To add titles or labels of a graph, you can choose .... from Toolbar.
   a. Add Chart Element b. Format
   c. Change Chart Type d. Formula
8. When researching a topic, you can use offline sources, such as ....
   a. digital articles b. books c. blogs d. the EKB
   [الإسكندرية - المنتزه أول 2023]
9. .... program is used to make slideshows.
   a. MS Word b. MS Excel c. MS PowerPoint d. Paint
10. To divide the numbers within the cell in the Excel, you can use the .... sign.
    a. % b. / c. – d. *
    [أبناؤنا في الخارج 2023]
11. You can use the .... sign to subtract the values of cells in Excel.
    a. + b. – c. = d. /

12. .... program is used to create tables and graphs.
    a. MS Word b. MS Excel c. MS PowerPoint d. WhatsApp
13. You can use .... to write a report.
    a. MS Word b. MS Excel c. MS PowerPoint d. Facebook

Lesson 5

2 Put (✓) or (✗):

1. MS Word is used to collect numeric data. (   )
2. To automatically add up numbers in cells, select them and choose AutoSum. [البحيرة - دمنهور 2023] (   )
3. Graphs and charts are a good way to share data. [الجيزة - الهرم 2023] (   )
4. Use "Change Chart Type" to choose the type of graph. (   )
5. To add cell values in MS Excel, you can use the symbol " * ". (   )
6. When researching a topic, you should first define a research question. (   )
7. We can't access information online. (   )
8. You can use digital tools to collect data. (   )
9. You could use PowerPoint to create a presentations. (   ) [الإسكندرية - العامرية 2023]
10. You can't use Excel in gathering data and information. (   ) [الإسكندرية - المنتزه ثانٍ 2023]
11. It is recommended to put the collected data into specific files and folders. (   )
12. AutoSum is used to divide cell values automatically in Excel. (   ) [دمياط 2023]
13. You should process the collected data to get to the results. (   )

3 Complete the missing parts using the words between the brackets:

(Add Chart Element - " = " - Processing - MS PowerPoint – " + ")

1. .... is the program used to make presentations.
2. To add values to Excel cells, you can use the .... sign.
3. .... data is crucial to get results and sharing them with others.
4. To create an equation in MS Excel, you should use the .... sign.
5. To add titles to a graph, choose .... from Toolbar/Chart Design



Lesson 6 Presenting Information in an Appealing Way

» An effective presentation is just like your favorite TV show or movie, it's a story that you are telling your audience, whatever the content.

« يشبه العرض التقديمي الفعّال برنامجك التلفزيوني أو فيلمك المفضلَين، وهو قصة تتواصل من خلالها مع الجمهور بغض النظر عن المحتوى.

Microsoft Word and PowerPoint

Text



» Text can show important information in an appealing way.

» Use the formatting tools to:

1. Use one or two colors to show emphasis on specific information.
2. Put important text in **bold** to make key information stand out.
3. You can also insert WordArt to make the text have even more impact.

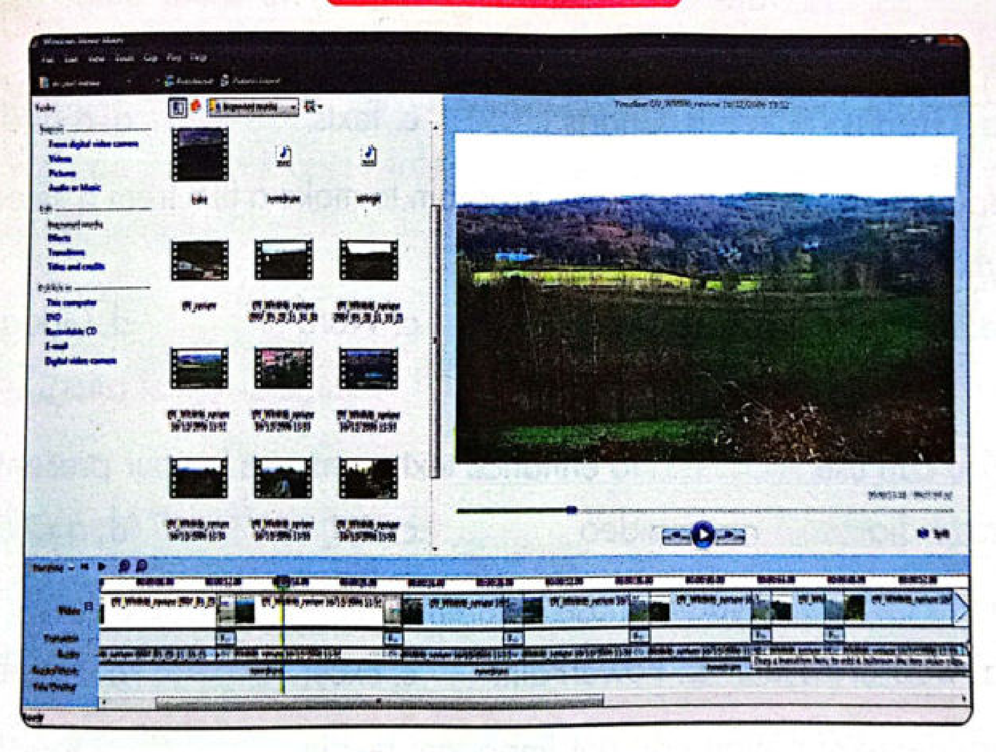
« يمكنك استخدام النص لعرض المعلومات المهمة بطريقة جذابة، بواسطة أدوات التنسيق يمكنك:

1. استخدام لون أو اثنين لإبراز معلومات محددة.
2. استخدام الخط الغامق لإبراز المعلومات الرئيسة.
3. يمكنك إدراج WordArt لزيادة تأثير النص.

Background	• In PowerPoint, consider using different background colors. • في برنامج العروض التقديمية يمكنك استخدام ألوان مختلفة للخلفية.
Photographs	• Photographs that reflect the topic of your message can catch the viewer's eye. • يمكن للصور الفوتوجرافية التي تعكس موضوعك أن تلفت انتباه الجمهور.
Shapes	• You can also insert shapes or even your own drawings. • في العروض التقديمية يمكنك إدراج أشكالك أو رسوماتك الخاصة.
Graphs & Charts	• Graphs and charts are a good way to share data, especially numbers. • تُعد الرسوم البيانية والمخططات وسيلة جيدة لمشاركة البيانات وخاصة الأرقام.

Audio	• You can add audio to enhance a text or image. • Be sure there's a clear link to the visual displayed data. • Be sure that it's not too long or distracting. • **يمكنك** إضافة محتوى صوتي لتعزيز النص أو الصورة. • **تأكد** من أن المحتوى الصوتي مرتبط بالبيانات المعروضة. • **تأكد** من أن المحتوى الصوتي ليس طويلًا جدًا أو مُشتتًا للانتباه، ويكون مرتبطًا بالموضوع.
Video Clips	• You can add video clips to your presentation. • Whether they're ones you found online or videos you have made. • **يمكنك** استخدام مقاطع الفيديو في عرضك التقديمي، سواء التي أنشأتها بنفسك أو التي استعنت بها من خلال الإنترنت.

Movie Maker



» You can use Movie Maker to make a film from a selection of still images.

» The intellectual property rights of others should be respected when using their photos, videos, and audio files.

« يمكنك استخدام Movie Maker لإنشاء فيلم من مجموعة صور ثابتة.

« يجب مراعاة حقوق ملكية الآخرين الفكرية عند استخدام الصور ولقطات الفيديو والملفات الصوتية.

Exercises on Lesson 6

1 Choose the correct answer:

1. You can use PowerPoint to present your ideas in a/an .... way.
   a. normal   b. boring   c. appealing   d. bad
2. You can add a video clip in your presentation or get one from ....
   a. the internet   b. Excel   c. Word   d. Paint
3. .... is just like your favorite TV show or movie.
   a. The EKB   b. An effective presentation
   c. A table   d. A text
4. .... are considered a good way to share data, especially numbers.
   a. Graphs   b. Charts   c. Texts   d. a and b
5. You can use the .... program to make a film from a selection of images.
   a. Movie Maker   b. Excel   c. Word   d. Google

   [الجيزة - 6 أكتوبر 2023] [الدقهلية - بلقاس 2023]
6. You can use .... to enhance text or images in your presentation.
   a. audio   b. video   c. text   d. a and b
7. In ...., you can use different slide background colors.
   a. web browsers   b. PowerPoint   c. Excel   d. Facebook
8. In PowerPoint, you can put important text in .... font to make that text stand out.
   a. bold   b. normal   c. small   d. light

   [البحيرة - دمنهور 2023]
9. To make text have more even impact in the PowerPoint program, you can insert ....
   a. audio   b. WordArt   c. shape   d. image

2 Put (✓) or (✗):

1. An effective presentation is just like your favorite TV show. (   )
2. You can color important text to emphasis specific information. (   )
3. You cannot insert an image into a Word document. (   )

[الفيوم - إدارة شرق 2023]

4. Put important text in bold to make key information stand out. (   )
5. You can insert audio to enhance the text in your slideshow. (   )
6. You should use more colors to catch the viewer's eye. (   )
7. Photographs should reflect the topic of your message. (   )
8. You can't add video clips to your presentation. (   )
9. WordArt is an amazing feature in Paint. (   )
10. Add long audio to your presentations to attract more people. (   )
11. Graphs and charts are a good way to share data. (   )
12. You can insert shapes in MS Word only. (   )
13. You can use the Movie Maker program to make a film from a selection of still images. (   )

[البحيرة - دمنهور 2023]

14. Respect others' intellectual property when using their material. (   )

3 Complete the missing parts using the words between the brackets:

(WordArt – colors – Movie Maker – Graphs – audio)

1. You can add .... to enhance text or image in PowerPoint.
2. .... is used to make a film from a selection of images.
3. .... makes the text have even more impact.
4. .... are a good way to share data, especially numbers.
5. You can use one or two .... to emphasis a specific text.

Test Yourself on Lessons 5&6

1 Choose the correct answer:

1. .... program is used to write document.

[الإسكندرية - العجمي 2023]

a. Word b. Paint c. Excel d. Google

2. You can insert .... in PowerPoint to make the text more attractive.

a. audio b. video c. WordArt d. images

3. .... is the program used to handle numeric data.

a. PowerPoint b. Excel c. Paint d. Word

4. Once you have collected and classified information, you need to .... it.

a. research b. delete c. remove d. process

5. .... is used to add cell values automatically in Excel.

a. Auto Add b. Auto Cell c. AutoSum d. a and b

2 Put (✓) or (✗):

1. We use AutoSum to automatically subtract numbers in Excel. ( )

[دمياط 2023]

2. To make a formula in Excel, type "=". ( )
3. You can't use different background colors in PowerPoint. ( )
4. You can use a pen and paper to collect data. ( )
5. Be sure the audio is linked to the data in the presentation. ( )

3 Complete the missing parts using the words between the brackets:

(EKB – audio clips – Excel – PowerPoint – Movie Maker)

1. .... program is used to make slideshows.

[الفيوم - إدارة شرق 2023]

2. .... program is used to create a graph.
3. .... is used to make a film from a selection of still images
4. You can add .... to the presentation.
5. The .... is one of the online sources.

Lesson 7 Producing an Effective Presentation

Storyboards
لوحة العمل

- It is a chart that shows a sequence of content that forms a plan or outline of your presentation.

هي مخطط يُبيِّن تسلسل محتوى معين على شكل مخطط أو خطوط عريضة لعرضك التقديمي.

» **Using Microsoft PowerPoint to make storyboards can be valuable to help in producing an effective presentation.**

« يمكن استخدام برنامج العروض التقديمية PowerPoint لإعداد لوحات عمل لإنشاء عرض تقديمي فعَّال.



Importance of storyboard:

1. A storyboard helps you plan and organize your ideas in order.
2. A storyboard allows you to tell the story you want in a simple way.
3. A storyboard helps you give an organized and understandable presentation.
4. A storyboard allows you to **pre-visualize** the results of a presentation.

أهمية لوحة العمل:

1. تساعدك لوحة العمل على تخطيط وتنظيم أفكارك بتسلسل.
2. تسمح لك بسرد القصة التي تريدها بطريقة مبسطة.
3. تساعدك على تقديم عرض منظم ومفهوم.
4. تتيح لك لوحات العمل تصوُّر نتائج العرض مسبقًا.

- Make a very rough version of your presentation with a description of each slide.
- To see an overview of your presentation, go to:

View → Slide Sorter

قم بإعداد مُسوَّدة لعرضك التقديمي، وأضف وصفًا لكل شريحة بعدها، يمكنك الحصول على لمحة عامة عن عرضك التقديمي عن طريق:

- انتقل إلى تبويب (العرض) ← اختيار (فارز الشرائح)

The 10-20-30 Rule of Microsoft PowerPoint

- A PowerPoint presentation shouldn't present too much information.
- A presentation shouldn't take up too much time because then it will overwhelm the audience.
- The font size should be easy to read.

10 Up to ten slides only

20 No longer than 20 minutes

30 Font no smaller than 30

قاعدة 10 – 20 – 30 في برنامج العروض التقديمية (PowerPoint):

- لا يجب أن يقدم العرض التقديمي كمية هائلة من المعلومات أو يستغرق الكثير من الوقت، فهذا قد يرهق الجمهور.
- يجب أن يكون حجم الخط سهل القراءة.

- عدد الشرائح 10 شرائح بحد أقصى. • مدة العرض لا تتجاوز 20 دقيقة. • حجم الخط لا يكون أصغر من 30.

NOTE:

- When you create your presentation, look at the 'Design' tab in PowerPoint, which offers alternatives to the normal black-and-white design of your presentation.

- أثناء إعداد عرضك التقديمي، يمكنك الاستعانة بعلامة التبويب «التصميم» التي تقدم خيارات بديلة للتصميم العادي بالأسود والأبيض.

Exercises on Lesson 7

1 Choose the correct answer:

1. .... allow(s) you to plan your ideas and pre-visualize the results of a presentation.
   a. WordArt b. Storyboards c. Storytelling d. b and c
2. To make storyboards to help you producing an effective presentation, you can use .... [الإسكندرية - وسط 2023]
   a. PowerPoint b. Excel c. WordPress d. Facebook
3. The 10 - 20 - 30 rule is used in the .... program. [القليوبية - العبور 2023]
   a. Word b. Excel c. PowerPoint d. Paint
4. The number of slides in a presentation should not be more than .... slides.
   a. 10 b. 20 c. 30 d. 40
5. Storyboards allow you to ....
   a. plan your ideas b. make videos c. collect data d. make audio
6. Go to View, then .... to see an overview of your presentation.
   a. Slide Master b. Slide Sorter c. Slide Page d. Slide Show
7. The font used in a PowerPoint presentation should be no smaller than .... point size.
   a. 10 b. 20 c. 30 d. 40
8. The time of PowerPoint presentation should not be longer than ... minutes.
   a. 10 b. 20 c. 30 d. 40
9. You can use the .... Tab in PowerPoint to offer alternatives to the normal black-and-white design of your presentation.
   a. Design b. View c. Insert d. Home

2 Put (✓) or (✗):

1. Microsoft PowerPoint is used to create an effective presentation. (   )
[الإسكندرية - المنتزه أول 2023]
2. A storyboard allows you to tell the story you want in a difficult way. (   )
3. A storyboard helps you organize your ideas in sequence. (   )
[دمياط 2023]
4. The 10 - 20 - 30 rule is used in MS Excel. (   )
5. Be sure the font size is easy to read in your presentation. (   )
[الجيزة - الهرم 2023]
6. A PowerPoint presentation should present too much information. (   )
[الإسكندرية - المنتزه ثان 2023]
7. The number of slides in a presentation should be more than 10 slides. (   )
8. The font in PowerPoint presentation should be no smaller than 30 point size. (   )
[الدقهلية - بلقاس 2023]
9. You can use alternatives to the normal black-and-white design of your presentation. (   )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Storyboard	a. is a digital tool used to make a presentation.
2 View/Slide Sorter	b. shouldn't be smaller than 30-point size in a presentation.
3 Font size	c. allows you to see an overview of your presentation.
4 Design tab	d. offers alternatives to the normal black-and-white design of your presentation.
5 Microsoft PowerPoint	e. helps you organize your ideas in a presentation.

1 .... 2 .... 3 .... 4 .... 5 ....

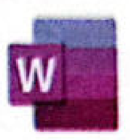


Web Design Principles

You can share your story in a variety of ways by:

- Using PowerPoint
- Creating a poster
- Posting it online as a web page

You can create a web page using:

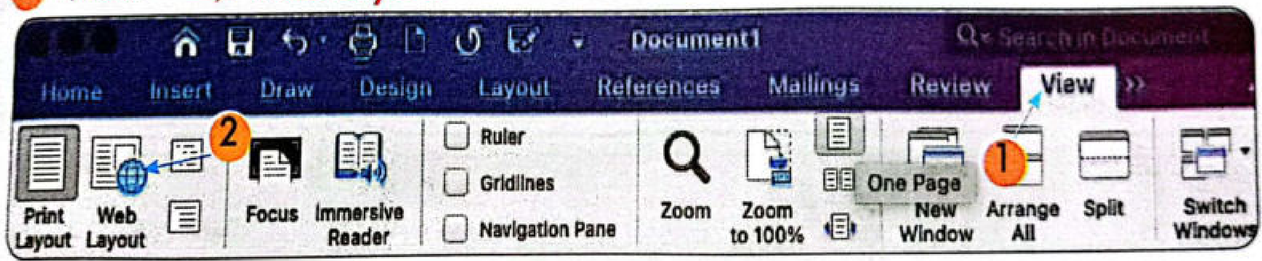
- Website-building program 
- Microsoft Word 

• يمكنك مشاركة قصتك بطرق متنوعة، منها: استخدام برنامج العروض التقديمية PowerPoint، أو عن طريق إنشاء ملصق، أو من خلال نشرها على الإنترنت من خلال صفحة ويب.

• يمكنك إنشاء صفحة ويب من خلال برنامج بناء المواقع الإلكترونية، أو من خلال برنامج معالج الكلمات Word.

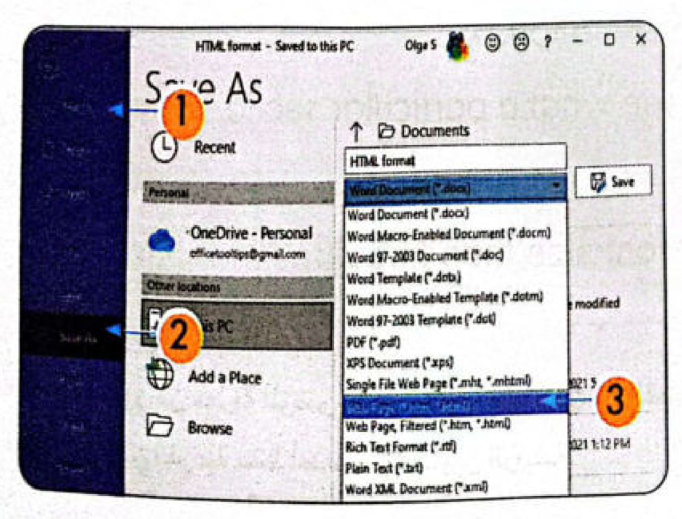
Using Microsoft Word to create your web page:

1. View ⟶ Web Layout



2. You can also save a file as a web page by choosing:

File ⟶ Save As ⟶ Web Page



يمكنك إنشاء صفحة الويب الخاصة بك عن طريق:

1. اختيار علامة تبويب «العرض»، ثم النقر على «تخطيط الويب».
2. يمكن حفظ الملف كصفحة ويب من خلال:

File ⟶ Save As ⟶ Web Page

HTML (Hypertext Markup Language): It is the language that will be displayed on a web browser.

هي لغة ترميز النص التشعبي، أي: لغة الترميز التي ستعرض على متصفح الإنترنت.

The Webpage Components مكونات صفحة الويب

1 Image الصورة

- Consider including a larger image that reflects the main message or provides information for your story.
- You may also include smaller images.

• فكّر في تضمين صورة أكبر تعكس الرسالة الرئيسة أو تقدم معلومات لقصتك، يمكنك أيضًا استخدام صور أصغر.

2 Heading العنوان

- Your story should have a title or heading that catches your audience's attention.
- It should have a larger font size than the rest of the text so that it stands out.

• يجب أن يكون لقصتك عنوان يلفت انتباه جمهورك.
• يجب أن يُكتب العنوان بخط أكبر لتمييزه عن باقي النص.

3 Subheading العنوان الفرعي

- Subheadings break up the information.
- They allow your audience to see what a particular section of your story is about.
- Subheadings have a smaller font size than headings.

• تفصل العناوين الفرعية المعلومات.
• تُمكّن الجمهور من معرفة الموضوع الذي يتناوله جزء معين من القصة.
• تُكتب العناوين الفرعية بخط أصغر من العناوين الرئيسة.

4 Main text النص الأساسي

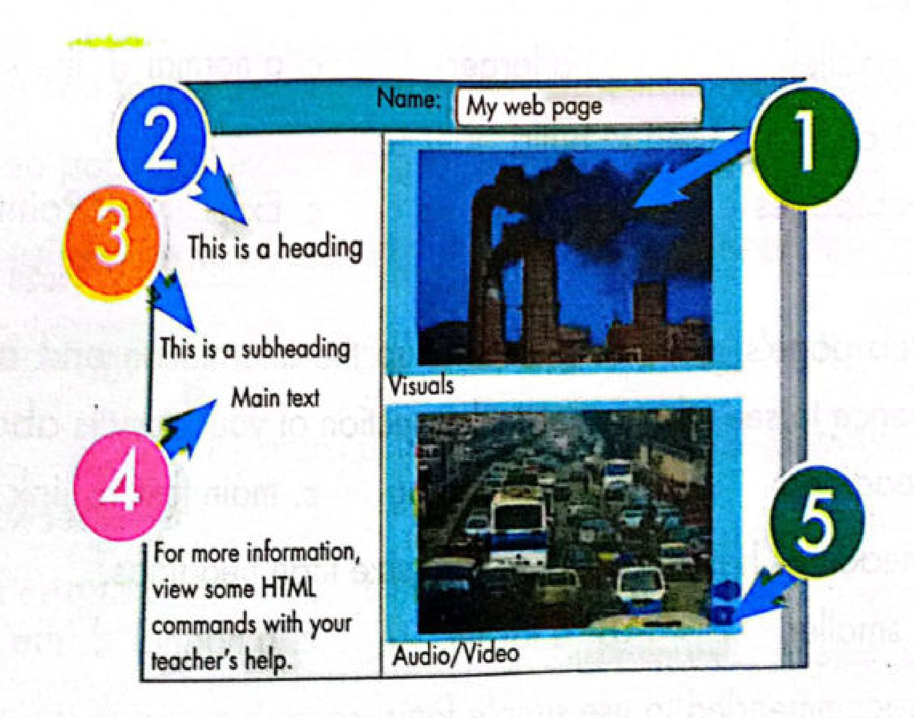
- The main text will tell the story.
- The text size should be suitable and smaller than subheadings.
- The main text font size must be smaller, but it must still be clearly visible.
  - Consider the font size and color for each piece.
  - Use simple fonts so your message is not hard to read.

Heading > Subheading > Main text

- النص الذي يعرض القصة يجب أن يكون حجم الخط فيه مناسبًا، وأصغر من العناوين الفرعية.
- يجب أن يكون حجم خط النص الأساسي أصغر، ولكن يجب أن يبقى واضحًا.
- فكِّر في حجم الخط واللون اللذين ستعتمدهما لكل فقرة.
- استخدم الخطوط البسيطة لتظل رسالتك سهلة القراءة.

5 Audio and Video الصوت والفيديو

- PowerPoint and web pages can include audio and video.
- يمكن أن يتضمن PowerPoint وصفحات الويب الصوت والفيديو.



Exercises on Lesson 8

1 Choose the correct answer:

1. You can use Microsoft Word to create ....
   a. reports b. web pages c. graphs d. a and b

[البحيرة - دمنهور 2023]

2. .... is the language that will be displayed on a web browser.
   a. MHLT b. HTML c. HLMT d. HMLT

[الإسكندرية - المنتزه أول 2023] [دمياط 2023]

3. Choose " .... " from File menu to save a file as a web page.
   a. Share b. Save c. Save As d. Upload

4. You can create your web page using ....
   a. website-building program b. MS Word
   c. a and b d. none of them

5. The web page heading should have .... font size than the rest of the text.
   a. a smaller b. a larger c. a normal d. the same

6. HTML coding is used to build ....
   a. web pages b. email c. Excel d. Paint

[أبناؤنا في الخارج 2023]

7. A web page's .... breaks up the information and allows your audience to see what a particular section of your story is about.
   a. heading b. subheading c. main text d. link

8. Subheadings have .... font size than headings.
   a. a smaller b. a larger c. a normal d. the same

9. It is recommended to use simple fonts, so your message is .... to read.
   a. easy b. hard c. difficult d. a and b

10. Consider including .... image that reflects the main message of your web page.
   a. smaller b. larger c. normal d. tiny

2 Put (✓) or (✗):

1. HLTM is the language that will be displayed on a web browser. (   )

[الدقهلية - بلقاس 2023]

2. You can use Microsoft Word to create a web page. (   )
3. Your story should not have a heading on your web page. (   )
4. Subheadings have a larger font size than headings. (   )
5. The font size of the main text should be smaller than the subheadings. (   )
6. Use simple fonts, so your message is hard to read. (   )
7. Web pages can't include audio and video. (   )

[الإسكندرية - المنتزه أول 2023]

8. The size of text on webpages must be appropriate and smaller than subheadings. (   )

[الغربية - زفتى 2023]

9. You can save a document as a web page from the Edit menu. (   )
10. Web pages just include large images. (   )

3 Complete the missing parts using the words between the brackets:

(Headings - font size - MS Word – HTML - color - Subheadings)

1. .... is the markup language that will be displayed on a web browser.
2. You can use .... to create a web page.
3. .... break up the information and allow the audience to see what a section of your story is about.
4. Consider .... and .... for each section of the web page.
5. .... should have a larger font size to catch your audience's attention.

Test Yourself on Lessons 7&8

1 Choose the correct answer:

1. .... can be used to create web pages.
   a. PowerPoint b. HTML c. Excel d. Paint
   [القاهرة - المستقبل 2023]
2. To see an overview of your presentation, choose ....
   a. Slide Sorter b. Insert c. Edit d. Design
3. The text size of titles or headings should be .... than subheadings
   a. Similar to b. equal c. smaller d. larger
   [أبناؤنا في الخارج 2023]
4. .... allow(s) you to plan your ideas and pre-visualize the results of a presentation.
   a. WordArt b. Video c. Animation d. Storyboards
5. The sub-headings are written in font .... the main headings.
   a. less than b. greater than c. equal to d. same as
   [دمياط 2023]

2 Put (✓) or (✗):

1. We can use MS Word to create a web page. (   )
2. PowerPoint and web pages can include video clips. (   )
3. You should show more information in your presentation to attract the audience. (   )
4. To save a file as a web page, from "File" menu, select "Open" (   )
   [دمياط 2023]
5. The time of your presentation shouldn't be longer than 20 minutes. (   )

3 Complete the missing parts using the words between the brackets:

(10 - simple - PowerPoint - File -30)

1. The 10-20-30 rule is applied in ....program.
2. To save a document as web page, choose 'Save As' from .... menu.
3. The font size in PowerPoint presentation should be no smaller than ....
4. Use .... fonts so your message is easy to read.
5. The number of slides in an effective presentation should be a maximum of ....

Lesson 1

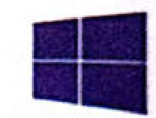


- Dr. Diego Ponce de Leon holds a PhD from the Energy and Resources Group, University of California
- He uses technology to construct data infrastructure and systems related to renewable energy.
- He collects data on power grids in order to improve the power system and reduce energy waste.
- Recently, the world has made a lot of progress in transitioning from fossil fuels to renewable energy sources like wind and solar.
- Fossil fuels are derived from:

  1. Coal
  2. Natural gas
  3. Oil
- Dr. Ponce connects all the refrigerators and air conditioners together with a thermostat.
- He used sensors to monitor the appliances.
- He programs a computer called "Raspberry Pi 2B" to monitor and control them.
- Dr. Ponce de Leon was able to balance the power grid by moving and storing the electricity from one place to another.
  - Thermostat: It is a switch that measures the temperature in air conditioners and refrigerators.
  - Sensors: They are devices that communicate information back to a computer.
  - Raspberry Pi 2B: A simple, small, and inexpensive computer that is used in the processing and storage of data as well as running software.
- In Egypt, a similar system is being used to improve the irrigation systems.

Lesson 2

- Most software programs are downloaded from the internet, such as Microsoft Office and Google Chrome.
- To install a program on Windows PC: Download the program online, click file in Downloads folder, then follow the instructions to complete installation.
- To install an app on Android: Find the app on (Google Play Store), then click Install.
- Updates help programs to run more efficiently.
- Many programs install the necessary updates **automatically**.
- Some major updates require a restart.
- Update in Windows:



Start button → Settings → Update and Security → Windows update

- Update in Android: System → System Update



Binary Numbers System

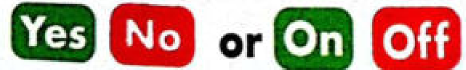
- To solve screen freezes problem:
  - In Windows: Press Ctrl + Alt + Del
  - In Android: Press the power button for **30** seconds and restart.
- Computers use binary for efficient data storage.
- Binary numbers are a language understood by computers.
- The binary system uses 1 and 0 (1 is on, 0 is off).

Lesson 3

Decimal Number (Base ten system)

- It is represented by two numbers:

1s and **0s**







or



Off

- It is used to send, receive, and store information on digital electronic devices, such as computers, phones, and calculators.

Decimal Number (Base ten system)

- Humans use the decimal system to communicate using numbers.
- The decimal system has ten unique numerals (0-9).

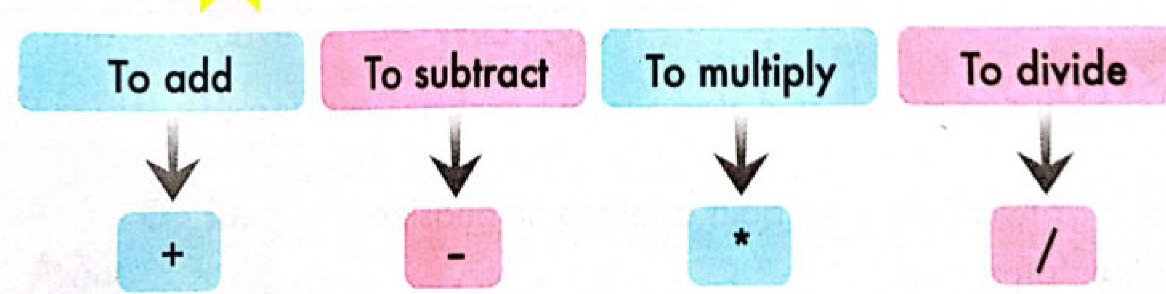
Lesson 4

- Before starting your project, discuss it in groups:

  1. The final product
  2. The tools needed
  3. Assigning roles

- Microsoft Word is an efficient program to use when working on projects.
- You can set up a Word document to be edited by numerous users in different locations.
- Microsoft Paint can be used to save the images you create and insert them into your document.
- Use email to send your work to other group members or to your teacher.





1. **Add up numbers:**

   Home Tab → AutoSum → Enter

2. **Add titles to a graph/chart**

   Toolbar → Chart Design → Add Chart Element

3 Choose the color of a graph/chart:

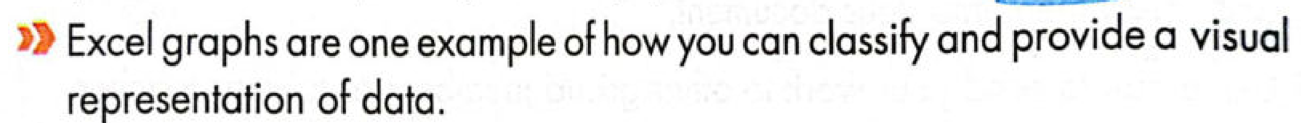
Toolbar → Chart Design → Format

4 Choose the type of a graph/chart: Toolbar

Toolbar → Chart Design → Change Chart Type

5 Choose the layout of a graph/chart

Toolbar → Chart Design → Quick Layout





- To research, first, define a research question. Then, use the internet or offline sources.
- You can collect data using Word or Excel (for numeric data), and pen and paper.
- Excel graphs are one example of how you can classify and provide a visual representation of data.
- Once you have researched, collected, and classified your information, you want to process it to get results.

Lesson 6



- Use one or two colors, or bold a text to emphasize specific information.
- Use WordArt to make text have more impact
- In PowerPoint, you can use different background colors.
- Also you can insert photographs, shapes, charts, audio, and video
- You can use Movie Maker to make a film from a selection of still images.



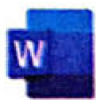
- **Storyboard:** It is a chart that shows a sequence of content that forms a plan or outline of your presentation
- **Storyboard helps you to:**
  1. organize and plan your ideas
  2. pre-visualize the results of a presentation
- To see an overview of your presentation, go to View ⟶ Slide Sorter

The 10-20-30 Rule of Microsoft PowerPoint

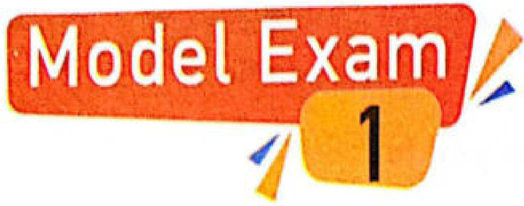
- 10: No of slides Up to ten
- 20: The time of presentation no longer than 20 minutes
- 30: The font size no smaller than 30



Creating a Web Page

- **You can create your story through:**
  1. Website-building program 
  2. Microsoft Word 
- **In MS Word, to save a file as a web page:**

  File ⟶ Save as ⟶ Web Page
- **HTML (Hypertext Markup Language):** It is the language that will be displayed on a web browser
- Heading should have a larger font size than the rest of the text.
- Subheadings break up the information, they have a smaller font size than headings.
- Text size should be suitable and smaller than subheadings.
- Use simple fonts so your message is not hard to read.
- PowerPoint and web pages can include audio and video.

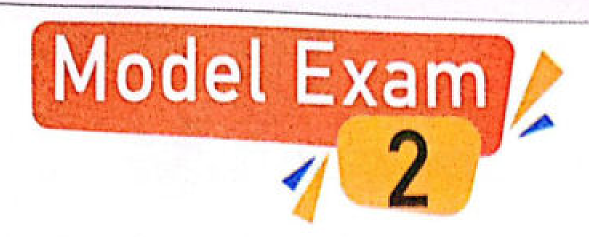


1 Choose the correct answer:

1. To add titles or labels of a graph, you can choose .... from the toolbar.
   a. Add Chart Element b. Format
   c. Change Chart Type d. Quick Layout
2. Fossil fuels are found in nature in the form of ....
   a. coal b. natural gas c. oil d. all the previous
3. Dr. Ponce de Leon used .... to monitor the appliances.
   a. sensors b. thermostats c. Bluetooth d. a and b
4. If you don't use official stores, only download software from ...... sources.
   a. trusted b. untrusted c. unknown d. questionable
5. The .... system is called the base-two system.
   a. binary numbers b. decimal c. octald. HTML
6. .... is just like your favorite TV show or movie.
   a. The EKB b. Effective presentation c. Table d. Image
7. The font used in a PowerPoint presentation should not be smaller than .... point size.
   a. 10 b. 20 c. 30 d. 80
8. Dr. Ponce de Leon uses technology to collect data to .... for the future.
   a. plan b. manage teams
   c. improve irrigation system d. non of the previous

2 Put (✓) or (✗):

1. MS Word is used to collect numeric data. (   )
2. You should process the collected data to get results and share them with others. (   )
3. WordArt is an amazing paint feature. (   )
4. The intellectual property rights of others are not important when using their photos or videos. (   )
5. The 10-20-30 rule is used in MS Excel. (   )
6. You can insert audio to enhance the text in your slideshow. (   )
7. You can save a web page from the Edit menu. (   )



1 Choose the correct answer:

1. You can use .... to enhance the text or image in your presentation.
   a. audio b. video c. a and b d. none of them
2. Go to View , then .... to see an overview of your presentation.
   a. Slide Master b. Slide Sorter c. Slide Page d. Slide Title
3. The web page heading should have a .... font size than the rest of the text.
   a. smaller b. larger c. normal d. smarter
4. You can use .... to save the images you create and insert them into your document.
   a. Ms Word b. Paint c. email d. Excel
5. You can use the .... sign to subtract the values of cells in Excel.
   a. + b. - c. = d. *
6. Subheadings have a .... font size than headings on web pages.
   a. smaller b. larger c. normal d. equal
7. You can use .... program to make a film from a selection of images.
   a. Movie Maker b. Excel c. Word d. Paint
8. The electricity used by air conditioners in the summer is .... in the winter.
   a. more than b. less than c. the same d. equal

2 Put (✓) or (✗):

1. You can insert audio to enhance the text in your slideshow. ( )
2. A PowerPoint presentation should present too much information. ( )
3. Subheadings have a larger font size than headings on web pages. ( )
4. Egypt uses data and information management systems. ( )
5. There is just one way to produce energy. ( )
6. All software updates require a restart. ( )

Model Exam 3

1 Choose the correct answer:

1. .... measures the temperature in air conditioners and refrigerators.
   a. A thermostat b. Windows system c. Hard disk d. HDMI
   [الأزهر الشريف 2023]

2. In Windows operating system, to shut down any program doesn't respond press and hold ....
   a. Ctrl+Alt+Del b. Shift+Alt+Del c. Enter key d. space key

3. .... is one of the renewable energy sources.
   a. Natural gas b. The Sun c. Coal d. oil

4. .... are considered a good way to share data especially numbers.
   a. Graphs b. Charts c. Text d. a and b

5. Computers understand .... signals.
   a. Optical b. electrical c. a and b d. sound

6. Humans use the .... system to communicate using numbers.
   a. binary numbers b. decimal c. octal d. operating

7. Dr. Diego holds a PhD from the University of ....
   a. Chicago b. California c. New York d. Oxford

8. If you download a software program, you can find the program in the .... folder.
   a. Installed b. Favourites c. Downloads d. Pictures

2 Put (✓) or (✗):

1. Web pages can include audios and videos. ( )
2. A thermostat is a device that communicates information back to a computer. ( )
3. "Screen freezes" is one of the common problems when using PC. ( )
4. The binary numbers system has just two numbers (1&2). ( )
5. One of the tools you may need for a group project is email. ( )
6. You can use more colors on your web page to catch the viewer's eye. ( )
7. A storyboard in MS PowerPoint helps you organize your ideas. ( )

Model Exam 4

1 Choose the correct answer:

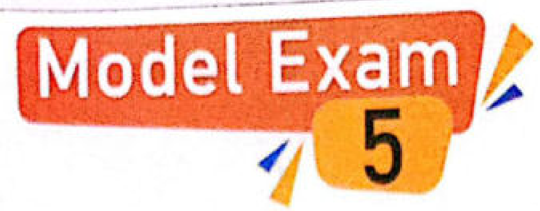
1. .... is the language that will be displayed on a web browser.
   a. Php b. HTML c. Java d. Askii
2. The time of the PowerPoint presentation should not be longer than .... minutes.
   a. 10 b. 20 c. 30 d. 40
3. .... is the program that is used to handle the numeric data.
   a. Word b. Excel c. PowerPoint d. Paint
4. To add titles or labels of a graph, you can choose .... from the Toolbar.
   a. Add Chart Element b. Format c. Change chart type d. a and b
5. You can use .... to send your work to your colleagues.
   a. Microsoft Word b. Paint c. email d. the EKB
6. Microsoft .... is used for editing graphics and images.
   a. Skype b. Word c. Excel d. Paint

[أبناؤنا في الخارج 2023]

7. Computers are simple and efficient with on/off states like a ....
   a. light switch b. sensor c. TV d. thermostat
8. To solve the problem of screen freezes, you can use ....
   a. Alt, Del, and Enter b. Alt, Tab, and Shift
   c. Alt, Ctrl, and Del d. Alt, Ctrl, and tab

2 Put (✓) or (✗):

1. Dr. Diego used technology to reduce energy waste. ( )
2. Web pages just include large images. ( )
3. You must install updates for programs manually. ( )
4. Computers understand information represented by on/off. ( )
5. You can not use alternatives to the normal black-and-white design of your presentation. ( )
6. Microsoft Word is one of Microsoft Office 365 programs. ( )
7. You can not insert an image into a Word document. ( )



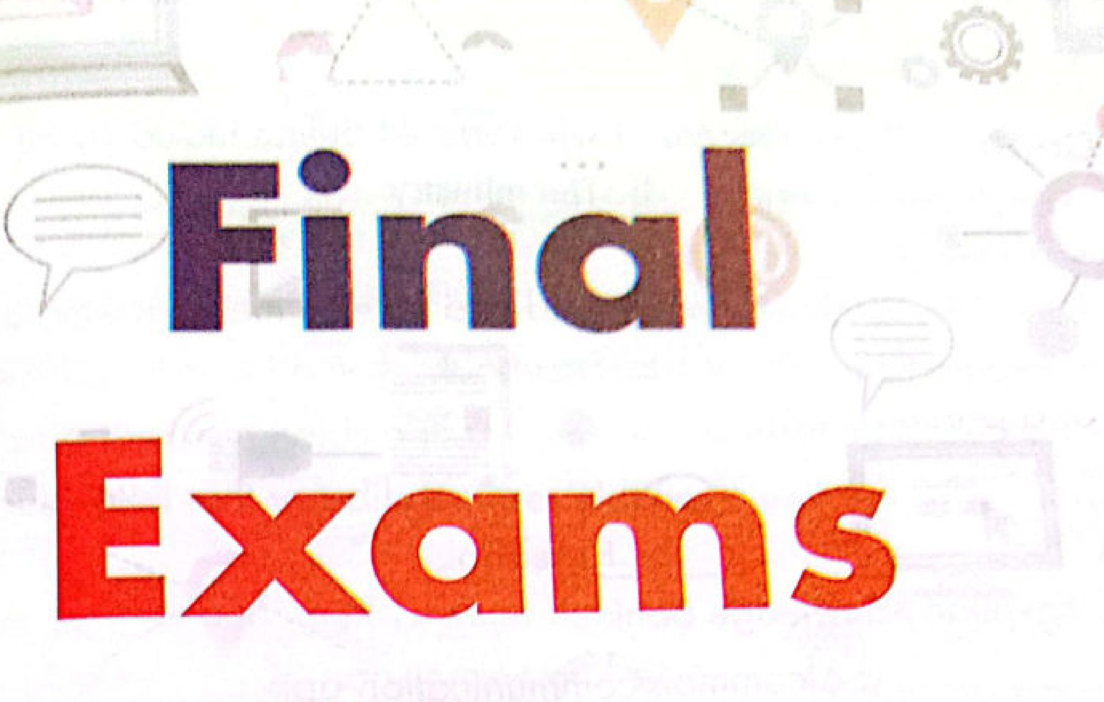
Model Exam 5

1 Choose the correct answer:

1. Dr. Diego develops the use of technology to build data systems related to ....
   a. renewable energy b. fossil fuels c. debris d. oil
2. .... allow(s) you to plan your ideas and pre-visualize the results of a presentation.
   a. WordArt b. Storyboards c. Storytelling d. Visual effects
3. To turn your device off press and hold down the .... button.
   a. power b. Esc c. enter d. space
4. A thermostat is used in refrigerators to measure the ....
   a. temperature b. energy c. humidity d. frequency
5. In .... , you can use different slide background colors.
   a. web browsers b. PowerPoint c. Excel d. Word
6. In MS PowerPoint, you can put an important text in .... font to make that text stand out.
   a. bold b. normal c. small d. tiny
7. You can create your web page using ....
   a. website-building program b. MS Word
   c. HTML d. all the previous
8. A web page's .... break up information and allow your audience to see what a particular section of your story is about.
   a. heading b. subheadings c. main text d. color

2 Put (✓) or (✗):

1. Dr. Ponce was able to balance the power grid by moving and storing the electricity. ( )
2. Digital books found on your device require internet connection to be able to use them. ( )
3. All online sources are safe to download programs from. ( )
4. The number 7 in the decimal numbers system is equivalent to (111) in the binary system. ( )
5. Identifying personal characteristics of team members can benefit the group. ( )
6. You can not attach a document to your email. ( )
7. You can use Microsoft Word to create a web page. ( )



Final Exams

1 محافظة القاهرة - إدارة عين شمس التعليمية 2023

1 Choose the correct answer:

1. .... is a record of what you do online including the sites you visit.
   a. A digital footprint b. The ministry
   c. Word
2. .... allows you to send and receive messages more formally.
   a. Information b. Facebook
   c. Email
3. .... is/are a reliable resource library that helps students and teachers.
   a. Tools b. Facebook
   c. Egyptian Knowledge Bank
4. .... is a common communication app.
   a. Word b. WhatsApp
   c. Excel
5. .... is the illegal use of content to be shared or sold to others.
   a. Digital footprint b. Piracy
   c. Digital citizenship
6. .... is used to design spreadsheets.
   a. Paint b. PowerPoint
   c. Excel
7. Stay safe online by setting .... passwords.
   a. weak b. easy
   c. strong
8. .... communication does not require an instant response.
   a. Asynchronous b. Synchronous

2 Put (✓) or (✗):

1. You should take steps to make problem-solving easier. (   )
2. When you write an email, don't be polite. (   )
3. It is important to plan before conducting a digital search. (   )
4. Microsoft Paint is a program for editing pictures. (   )
5. Instant messaging is a fun and casual way to communicate. (   )
6. PowerPoint is used to design presentations with text only. (   )
7. Digital tools are used to book tickets for trains and planes. (   )

1 Put (✓) or (✗):

1. The Debris Tracker app is a free application that can be downloaded on a mobile phone. ( )
2. One of your rights is protection from piracy. ( )
3. When communicating with a close friend of yours, you can use nicknames. ( )
4. Google and Bing are not considered specialized search engines. ( )
5. Dr. Diego Ponce De Leon holds a PhD from the University of California. ( )

2 Choose the correct answer:

1. Websites are divided into ....
   a. commercial sites b. non-commercial sites
   c. a and b
2. .... provide(s) clear and accurate directions to required places.
   a. YouTube b. Facebook
   c. Google Maps
3. A software should be .... regularly to help it work efficiently.
   a. updated b. installed
   c. deleted
4. To display information in an attractive way, use ....
   a. PowerPoint b. Excel
   c. Word
5. .... can be used to create webpages.
   a. Word b. HTML
   c. Both of them

3 Complete using the words between the brackets:

(slide sorter - Email - heading - Windows - specific information - PowerPoint)

1. .... is considered the most famous operating system.
2. .... is used to send your work to other group members or to your teacher.
3. To show emphasis on ...., use one or two colors.
4. Your story should have a .... that catches your audience's attention.
5. To see an overview of your presentation, choose ....

3 الأزهر الشريف 2023

1 Choose the correct answer:

1. .... add(s) tone and emotion, even in more formal situations.
   a. PowerPoint b. Emojis c. Chats d. Printers
2. .... measures the temperature in air conditioners and refrigerators.
   a. A thermostat b. Windows System c. A hard disk d. HDMI
3. The .... in Microsoft Edge organizes research in one place and on multiple devices.
   a. Search b. quote c. chat d. Collections feature

2 Complete using the words between the brackets:

(WordArt - Raspberry Pi - internet - scanner - WordPress)

1. Companies also use the .... to help others by addressing environmental concerns or supporting important causes.
2. .... can be inserted to make text have even more impact in Word.
3. .... is a simple computer that you can program to turn lights on and off.

3 Put (✓) or (✗):

1. Egypt's "Go Green" initiative spreads awareness of environmental issues. (   )
2. Asynchronous communication is real-time communication between people.(   )
3. To solve the problem of the screen stopping responding on Android devices, press the power button for 30 seconds. (   )

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Allow you to plan your ideas and pre-visualize the results of a presentation.	a. Microsoft Editor
2 Enables you to save the pictures you create and then insert them into your document.	b. Amazon
3 Is used to check grammar and spelling.	c. Storyboards
	d. Microsoft Paint
	e. Skype

1 .... 2 .... 3 ....

4 محافظة الجيزة - إدارة الهرم التعليمية 2023

1 Put (✓) or (✗):

1. Amazon is an example of a commercial website. ( )
2. Dr. Diego used technology to reduce energy waste. ( )
3. Graphs and charts are good ways to share data. ( )
4. Be sure the font size is easy to read in your presentation. ( )
5. The EKB is considered one of the most unreliable online sources. ( )

2 Choose the correct answer:

1. The binary system uses the value(s) .... to express the binary numbers system.
   a. 0 b. 1 c. 0,1
2. You can use the .... sign to add the values of cells in Excel.
   a. + b. – c. =
3. The meta information for the sites are placed .... each link.
   a. above b. below c. opposite to
4. Microsoft Edge is a/an .... that comes with Microsoft Windows.
   a. search engine b. web browser c. antivirus
5. .... communication is a real-time communication between people.
   a. Synchronous b. Asynchronous c. Both of them

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 It measures the temperature.	a. Excel
2 It's used to write reports.	b. Sensor
3 It's used to create a presentation.	c. Word
4 It communicates information back to a computer.	d. Thermostat
5 It's used to create a graph.	e. PowerPoint

1 .... 2 .... 3 .... 4 .... 5 ....

5 محافظة الجيزة - إدارة السادس من أكتوبر التعليمية 2023

1 Put (✓) or (✗):

1. All online information is trusted. ( )
2. Synchronous communication is a real-time communication. ( )
3. We can use technology to solve many problems. ( )
4. All software updates require a restart. ( )
5. Dr. Diego used technology to reduce energy waste. ( )

2 Choose the correct answer:

1. You can use digital tools, such as ...., to help others and contribute in social activities.
   a. YouTube b. the EKB c. social media
2. You can use the .... program to make a film from a selection of images.
   a. Movie Maker b. Excel c. Word
3. The .... is/are (an) example(s) of reliable online libraries.
   a. Alexandria Digital Library b. EKB c. a and b
4. We can use specialized search engines, such as ....
   a. Bing b. Google Chrome c. a and b
5. If you download a software program, you can find the program in the "................." folder.
   a. Installed b. Favorites c. Downloads

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Sun and wind	a. to use technology to collect data in planning.
2 Coal and oil	b. measures the temperature.
3 A sensor	c. are fossil fuels.
4 A thermostat	d. communicates information back to a computer.
5 It's crucial	e. are renewable energy sources.

1 .... 2 .... 3 .... 4 .... 5 ....

6 محافظة الإسكندرية - إدارة شرق التعليمية 2023

Choose the correct answer:

1. The role model in the Egyptian cartoon is named ....
   a. Pooh b. Bakkar c. Mickey
2. You can make a film using ....
   a. browsers b. spreadsheets c. Movie Maker
3. To run the programs more efficiently, they must be ....
   a. updated b. deleted c. uploaded
4. To learn computer programming, use the ....
   a. TV b. Raspberry Pi c. radio
5. The first screen a visitor will see when visiting your site is called the ....
   a. Menu b. Contacts c. Homepage
6. In communication, you should be ....
   a. impolite b. helpful c. unclear
7. To add up numbers, select the cells you want to add together, then click .... from the Home tab.
   a. Chart Design b. Quick Layout c. AutoSum
8. To send your work to other group members or to your teachers use ....
   a. the email b. Paint c. Microsoft Word
9. The web browser that comes with Microsoft Windows is called ....
   a. Google b. Yahoo c. Microsoft Edge
10. To solve the problem of the screen freezing in Android devices, hold down the power button for 30 ....
    a. hours b. minutes c. seconds
11. To make the text have more impact in PowerPoint, you can insert ....
    a. WordArt b. Shapes c. Images
12. The Egyptian Ministry of Environment started an initiative called "..........................".
    a. Depris Tracker b. Covid PPE c. Go Green
13. If you need to display an area map, check online ....
    a. libraries b. maps c. museum
14. The software that is used to create websites is ....
    a. EKB b. ADL c. WordPress
15. When communicating with a peer you don't know well, be sure to use their ....
    a. first name b. nickname c. abbreviation

7 محافظة الإسكندرية - إدارة وسط التعليمية 2023 - نموذج (1)

1 Put (✓) or (✗):

1. Ms. Keiner used the Debris Tracker app, which you can't download on your phone for free. ( )
2. One of your rights as a digital citizen is privacy on the internet. ( )
3. If you're communicating with a classmate you don't know well, use a nickname. ( )
4. To create websites, you can use software programs like WordPress. ( )
5. The purpose of non-commercial websites is to sell products or services, like Amazon. ( )
6. Microsoft Edge is the web browser that comes with Microsoft Windows. ( )
7. Specialized search engines, such as Google or Bing, are very useful. ( )

2 Choose the correct answer:

1. .... communication doesn't occur in real time and doesn't require an instant response.
   a. Synchronous b. Asynchronous c. Instant
2. .... is a switch that measures the temperature in air conditioners and refrigerators.
   a. A thermostat b. A power grid c. Natural gas
3. In Windows operating system, to shut down any program that doesn't respond, press ....
   a. Ctrl + Alt + Del b. Shift + Alt + Del c. Enter key
4. You can save the images you create and insert them into your document using ....
   a. Microsoft Word b. Microsoft Paint c. the email
5. In Excel, to add up numbers from the Home tab, click on ....
   a. AutoSum b. Format c. Quick Layout
6. .... program is used to make a film from a selection of still images.
   a. Debris Tracker b. Microsoft Edge c. Movie Maker
7. To make storyboards to help producing an effective presentation, you can use ....
   a. PowerPoint b. Excel c. WordPress
8. One of the reliable online libraries that has secure and verified information is the ....
   a. Alexandria Digital Library b. Egyptian Knowledge Bank c. a and b

8 محافظة الإسكندرية - إدارة العجمي التعليمية 2023

1 Put (✓) or (✗):

1. Ms. Keiner decided to spread awareness of the dangers of the internet. ( )
2. The internet supports us with commercial and non-commercial services. ( )
3. The Ministry of Environment started the "Go Green" initiative. ( )
4. Asynchronous communication is a real-time communication between people. ( )
5. To express your opinion online, use both your rights and responsibilities. ( )

2 Complete using the words between the brackets:

(programs – 'Icon' – internet – Debris Tracker – Microsoft Editor)

1. The .... app records locations with GPS.
2. .... is used to check for spelling and grammar errors.
3. You can use video calls through the ....
4. Software .... often need to be updated to run more efficiently.
5. You can click on .... to reach other sections in a webpage.

3 Choose the correct answer:

1. Digital citizenship contains rights, such as your ....
   a. privacy b. location
   c. keyboard
2. .... is used to write documents.
   a. Word b. Paint
   c. Excel
3. You can use .... in online communication.
   a. emojis b. files
   c. Excel
4. .... is used to show information in an appealing way.
   a. PowerPoint b. Paint
   c. A game
5. The .... offers the largest collection of online educational resources.
   a. Egyptian Knowledge Bank b. game
   c. Word program

9 محافظة الإسكندرية - المنتزه أول 2023 - نموذج (1)

1 Put (✓) or (✗):

1. Webpages can't include audio and video. ( )
2. Browsers can help you search and view videos online. ( )
3. Piracy is one of your rights as a digital citizen. ( )
4. Microsoft PowerPoint is used to create an effective presentation. ( )
5. You can't download files from the EKB website. ( )
6. Some rival businesses write negative reviews on their competitors' sites. ( )
7. Sensors are devices used to measure the temperature. ( )
8. Be polite and respectful when communicating online with others. ( )

2 Choose the correct answer:

1. .... allow(s) you to read more about the site before clicking on the link.
   a. Online libraries
   b. Meta information
   c. Egyptian Knowledge Bank
2. You can use "Alt + Ctrl + Del" to solve the problem of the screen freezing on .... devices.
   a. Windows
   b. Android
   c. iPhone
3. .... is the language that will be displayed on a web browser.
   a. PHP
   b. HTML
   c. FSML
4. When researching a topic, you can use offline sources, such as ....
   a. books
   b. digital articles
   c. blogs
5. You can use .... to send your work to your teacher or colleagues.
   a. the email
   b. Microsoft Word
   c. Paint
6. You can add ...., using the Collections feature in Microsoft Edge.
   a. videos and images
   b. text and notes
   c. a and b
7. One of your rights as a digital citizen is being protected from ....
   a. sharing
   b. piracy
   c. privacy

10 محافظة الإسكندرية - المنتزه أول 2023 - نموذج (2)

1 Put (✓) or (✗):

1. It is not available to edit a Word document online. ( )
2. Be sure the information you share and its purpose are clear. ( )
3. You can't attach a document to your email. ( )
4. EKB offers material that is subject to copyright. ( )
5. A PowerPoint presentation should present too much information. ( )
6. Corporates use the internet to help others. ( )
7. All online information is trusted. ( )
8. Be sure to answer any questions the group members may have. ( )

2 Choose the correct answer:

1. If you download a software program, you can find the program in the "........................" folder.
   a. Installed b. Downloads c. Favorites
2. Thermostats are used in refrigerators to measure the ....
   a. temperature b. energy c. humidity
3. One of your rights as a digital citizen is being protected from ....
   a. sharing b. piracy c. privacy
4. .... is the language that will be displayed on a web browser.
   a. PHP b. HTML c. FSM'L
5. Alexandria Digital Library and Egyptian Knowledge Bank are .... libraries.
   a. online b. offline c. a and b
6. You can use 'Alt + Ctrl + Del' to solve the problem of the screen freezing on .... devices.
   a. Windows b. Android c. iPhone
7. When researching a topic, you can use offline sources, such as ....
   a. books b. digital articles c. blogs

11 محافظة الإسكندرية - المنتزه ثان 2023

1 Put (✓) or (✗):

1. It is recommended to update the software installed on your device regularly. ( )
2. The website of the Alexandria Digital Library is one of the reliable information websites. ( )
3. You can use the email to attach a document or an image and send it to the other group members. ( )
4. Synchronous communication does not occur in real time. ( )
5. A thermostat is used to connect all refrigerators and air conditioners together to measure the temperature. ( )
6. You can use Microsoft Paint to save the images you create and insert them into your document. ( )
7. You can't use Microsoft Excel for gathering data and information. ( )
8. A PowerPoint presentation should present too much information. ( )

2 Choose the correct answer:

1. .... is one of the most important digital applications that helps in facing various environmental issues.
   a. #trackingppe b. Debris Tracker c. Go Green
2. A web browser that can help you browse, search, stream, and more, is ....
   a. Microsoft Editor b. Microsoft Edge c. Microsoft Word
3. .... is an example for a commercial website.
   a. Amazon b. Bing c. Google Maps
4. .... is used to monitor how much energy the refrigerators and air conditioners used throughout the day.
   a. A sensor b. A thermostat c. The Debris Tracker
5. Online maps can provide clear and accurate directions to the required places, such as ....
   a. Google Maps b. Bing c. Facebook
6. Online communication is positive when you ....
   a. use positive words b. assume the best c. all of them
7. .... are wonderful reference sites that allow you to view museums digitally.
   a. Online maps b. Online libraries c. Online museums

12 محافظة الإسكندرية - إدارة العامرية التعليمية 2023

1 Put (✓) or (✗):

1. Do not be polite and respectful if you are communicating with an authority figure. (   )
2. You could use PowerPoint to create a presentation. (   )
3. You can't export a collection to Excel or Word. (   )
4. Asynchronous communication uses digital tools, such as video chats, live TV shows, and instant chat rooms. (   )
5. If someone needs help communicating online, don't share what you know. (   )
6. Websites do not include meta information. (   )
7. If you need to display a street or an area map, always check online maps. (   )
8. The Egyptian Knowledge Bank contains the world's largest collection of online educational resources. (   )

2 Choose the correct answer:

1. Personal protective equipment includes .... and disposable gloves.
   a. face masks   b. PPE   c. GPS
2. Software programs often need to be ....
   a. updated   b. web page   c. software
3. The binary number system is used to send, receive, and store information on digital ....
   a. computers   b. phones   c. all the previous
4. The purpose of .... websites is to sell products or services.
   a. commercial   b. non-commercial   c. share
5. .... are like a light switch; the computer design allows only two states: on and off.
   a. Systems   b. Computers   c. Numbers
6. Most software programs, like ...., are downloaded from the internet.
   a. Microsoft Office   b. Google Chrome   c. all of the previous
7. When you are on a/an ...., your emotions will be visible to everyone.
   a. video call   b. email   c. computer

13 محافظة الإسكندرية - إدارة وسط التعليمية 2023 - نموذج (2)

1 Put (✓) or (✗):

1. Ms. Keiner used social media campaigns to encourage followers to collect PPE. ( )
2. Social responsibility includes expressing your positive opinions and respecting others opinions. ( )
3. If you haven't met the person you are writing to yet, introduce yourself first. ( )
4. When you are on a video call, your emotions will be invisible to everyone. ( )
5. The purpose of commercial websites is to sell products or services like Amazon. ( )
6. WordPress program enables you to create a website by choosing a blank template only. ( )
7. Microsoft Edge browser doesn't allow you to export collections to Excel and Word. ( )

2 Choose the correct answer:

1. One of the sources for research is specialized search engines, such as ....
   a. Google b. Bing c. all of them
2. .... is a switch that measures the temperature in air conditioners and refrigerators.
   a. A power grid b. A thermostat c. Natural Gas
3. In Windows operating system, to shut down any program that doesn't respond, press ....
   a. Ctrl + Alt + Del b. Shift + Alt + Del c. Enter key
4. .... communication is real-time communication between people with instant responses.
   a. Synchronous b. Asynchronous c. Negative
5. .... is used to send your work to the other group members or to your teacher.
   a. Microsoft Edge b. Paint c. Email
6. .... is an example of how you can classify data drawn in the form of a graph.
   a. Word b. Excel c. Debris Tracker
7. To make storyboards to help produce an effective presentation, you can use ....
   a. PowerPoint b. Instagram c. WordPress
8. .... program is used to make a film from a selection of still images.
   a. Twitter b. Microsoft Windows c. Movie Maker

14 محافظة القليوبية - إدارة العبور التعليمية 2023

1 Choose the correct answer:

1. The Alexandria Library and the Egyptian Knowledge Bank are examples of .... websites.
   a. unreliable b. reliable
   c. commercial
2. .... is used to create websites.
   a. Photoshop b. PowerPoint
   c. WordPress
3. Ms.Peg Keiner used the .... Trackingppe on Twitter and Instagram.
   a. posts b. tags
   c. hashtag #
4. The "......................." initiative was started by the Egyptian Ministry of Environment in 2019.
   a. Go Green b. Twitter
   c. a and b
5. The 10-20-30 rule is used in ....
   a. Word b. Excel
   c. PowerPoint

2 Complete using the words between the brackets:

(sensors - Email - Google Maps - Google and Bing - Sun and wind)

1. Search engines, such as ...., are very useful to look for information online.
2. .... is an example of asynchronous communication.
3. .... provide clear and accurate directions to the required places
4. Dr. Diego Ponce De Leon used .... to monitor the appliances.
5. The .... are renewable energy resources.

3 Put (✓) or (✗):

1. You should spread false information. ( )
2. Helpful websites have search engines inside them. ( )
3. You must use positive words when communicating online with others. ( )
4. You can't download files from the EKB. ( )
5. Amazon is an example of a commercial website. ( )

15 محافظة الغربية - إدارة زفتى التعليمية 2023

1 Put (✓) or (✗):

1. Google Maps can provide clear and accurate directions to the required places. ( )
2. Microsoft Edge is a web browser that comes with Microsoft Windows; it helps you browse, search, and more. ( )
3. The size of the text on webpages must be appropriate and smaller than subheadings. ( )
4. Sharing safe information is one of the responsibilities that you have as a digital citizen. ( )
5. A decimal system is a numbering system that has a base number of (2). ( )

2 Complete using the words between the brackets:

(Editor - awareness - response - Bing - reliable)

1. Synchronous communication is appropriate if you need quick or direct ....
2. The purpose of non-commercial sites is to provide information or .... about an issue.
3. The Egyptian Knowledge Bank site is an example of the .... digital library sites on the internet.
4. .... is one of the most popular specialized search engines on the internet.
5. To check for spelling errors choose the .... icon from the Toolbar in the Word program.

3 Choose the correct answer:

1. .... website is an example of commercial websites.
   a. EKB b. WhatsApp c. Amazon
2. You should always use .... while communicating online.
   a. positive words b. emojis c. negative words
3. To solve the problem of the screen freezing, you can press ....
   a. Alt + Tab + Del b. Alt + Ctrl + Del c. Alt +Ctrl + Tab
4. A .... is a switch that measures the temperature in air conditioners and refrigerators.
   a. thermostat b. sensor c. decimal system
5. You can use the .... program to collect numeric information.
   a. Word b. PowerPoint c. Excel

16 محافظة الدقهلية - إدارة بلقاس التعليمية 2023

1 Put (✓) or (✗):

1. HLTM is the language that will be displayed on a web browser. ( )
2. Video chats and live television shows are examples of asynchronous communication. ( )
3. Anyone can download the Debris Tracker app on their phones for free. ( )
4. The font in a PowerPoint presentation should be no smaller than 30 points.( )
5. Protection from piracy is one of your responsibilities as a digital citizen. ( )
6. A thermostat is a switch that measures the temperature in air conditioners and refrigerators. ( )
7. You can use email to save the images you create and insert them into your document. ( )
8. To display a street or an area map, you can check online maps. ( )

2 Choose the correct answer:

1. You can use the .... program to make a film from a selection of images.
   a. Movie Maker **b.** PowerPoint **c.** Word
2. .... is an example of a non-commercial website.
   a. Jumia **b.** EKB **c.** Amazon
3. To create a formula, you can use ....
   a. + **b.** / **c.** =
4. .... is a web browser that comes with Microsoft Windows.
   a. Microsoft Word **b.** Microsoft Edge **c.** Google Chrome
5. .... is a software program that is used to create a website.
   a. Paint **b.** Excel **c.** WordPress
6. To solve the problem of the screen freezing, you can press ....
   a. Del+ Alt +Tab **b.** Shift + Alt + Del **c.** Ctrl + Alt + Del
7. When you communicate using ...., your emotions will be visible.
   a. video chats **b.** emails **c.** instant messaging

17 محافظة البحيرة - إدارة دمنهور التعليمية 2023

1 Put (✓) or (✗):

1. You can use the Movie Maker program to make a film from a selection of still images. (   )
2. To automatically add up numbers in cells, select them and choose AutoSum. (   )
3. Commercial websites often include customer reviews. (   )
4. When you are writing a message, your emotions will be visible to all. (   )
5. You must install updates for programs manually. (   )

2 Choose the correct answer:

1. Ms. Keiner used an application called .... to collect data about PPE litter.
   a. the Debris Tracker b. Twitter c. Skype
2. In Power Point, you can put important text in .... font to make that text stand out.
   a. normal b. bold c. small
3. The EKB and ADL websites have specialized ....
   a. search engines b. information c. a and b
4. The purpose of non-commercial websites is to ....
   a. sell services b. provide information c. sell products
5. You can use Microsoft Word to create ....
   a. reports b. webpages c. a and b

3 Complete using the words between the brackets:

(Start New Collection - PPE - sensors - Wind - on)

1. .... is one of the renewable energy resources.
2. You can use .... to start a collection in Microsoft Edge.
3. Dr. Ponce used .... to monitor the appliances.
4. In the computer binary system, the value (1) represents "...................." in terms of electrical signals.
5. .... includes facemasks and disposable gloves.

18 محافظة البحيرة - إدارة الدلنجات التعليمية 2023

1 Put (✓) or (✗):

1. You should visit sites that spread false information. ( )
2. Online communication may be misinterpreted negatively. ( )
3. Peg keiner launched the hashtag #WasteTracker on Twitter. ( )
4. Museum websites contain dictionaries and encyclopedias. ( )
5. Egypt has a system for using water efficiently to increase agricultural area. ( )

2 Choose the correct answer:

1. .... is an example of specialized search engines.
   a. Excel b. Bing
   c. PowerPoint
2. .... is a device that sends the information back to the computer.
   a. A sensor b. A thermostat
   c. Raspberry Pi
3. When the screen stops responding, press ....
   a. Tab + Alt +Del b. Shift + Alt + Del
   c. Ctrl + Alt + Del
4. You can use .... to send your work to the other people in a group.
   a. the email b. Paint
   c. Word
5. You must be .... at any time you communicate.
   a. excited b. selfish
   c. patient

3 Complete using the words between the brackets:

(Digital maps - "Go Green" initiative - Microsoft Edge - Amazon - Asynchronous)

1. .... is an example of commercial sites.
2. .... communication does not require an immediate response.
3. .... aims to spread awareness of the environmental issues.
4. .... is a web browser accompanying Windows.
5. .... provide clear and accurate directions to the required places.

19 محافظة الفيوم - إدارة شرق التعليمية 2023

1 Put (✓) or (✗):

1. One of the most famous search engines is Bing. ( )
2. You can't insert an image into a Word document. ( )
3. The EKB has safe and reliable information. ( )
4. There is just one type of communication. ( )
5. The Debris Tracker app can be download on your phone for free. ( )

2 Choose the correct answer:

1. You can use .... to add the value in Excel.
   a. + b. Save
   c. *
2. .... is an example of synchronous communication.
   a. Paint b. Video chat
   c. EKB
3. Make sure the information you share are ....
   a. personal b. jokes
   c. clear
4. You should exhibit .... behavior with others online.
   a. positive b. negative
   c. VPN
5. The Debris Tracker app records the location with ....
   a. IMS b. GPS
   c. PPE

3 Complete using the words between the brackets:

(Amazon - PPE - Email - Start New Collection - PowerPoint)

1. .... includes facemasks and gloves.
2. .... is an example of a commercial website.
3. .... is an example of asynchronous communication.
4. .... program is used to make slideshows.
5. .... is used to start a collection in Microsoft Edge.

20 محافظة دمياط (1) 2023

1 Put (✓) or (✗):

1. Asynchronous communication does not require an instant response. (   )
2. Amazon is an example of a commercial website. (   )
3. AutoSum is used to divide cell values automatically in Excel. (   )
4. To save a file as a webpage, select "Open" from the "File" menu. (   )
5. Use simple fonts, so your message is hard to read. (   )

2 Choose the correct answer:

1. To solve the problem of the screen freezing, you can press ....
   a. Alt, Tab, and Del   b. Alt, Ctrl, and Del   c. Alt, Ctrl, and Tab
2. If you're communicating with your teacher, you should use ....
   a. titles   b. jokes   c. their first name
3. To create a formula, you can write ....
   a. +   b. =   c. –
4. .... communication is useful when you are writing about everyday matters to family, and you need an immediate or quick response.
   a. Synchronous   b. Asynchronous   c. a and b
5. Dr. Leon creates software to program the .... and refrigerators in a new energy-efficient way.
   a. devices   b. electricity   c. air conditioners
6. A thermostat is used in refrigerators to measure the ....
   a. temperature   b. energy   c. humidity
7. If you don't use official stores, only download software from ....
   a. Windows   b. reliable sources   c. Android devices
8. HTML is the language that will be displayed on a ....
   a. web browser   b. TV screen   c. Word layout
9. In a PowerPoint presentation, slides shouldn't be up to ....
   a. thirty slides   b. ten slides   c. twenty slides
10. The .... system is called the base-ten system.
    a. decimal   b. binary   c. octal

21 محافظة دمياط (2) 2023

1 Put (✓) or (✗):

1. Using emojis in messages shows tones and emotions. ( )
2. The storyboard helps to organize ideas in sequence. ( )
3. We use AutoSum to automatically subtract numbers in Excel. ( )
4. The Raspberry Pi can be programmed to read sensors and record data. ( )
5. In synchronous communication, everyone interacts and receives information at the same time. ( )

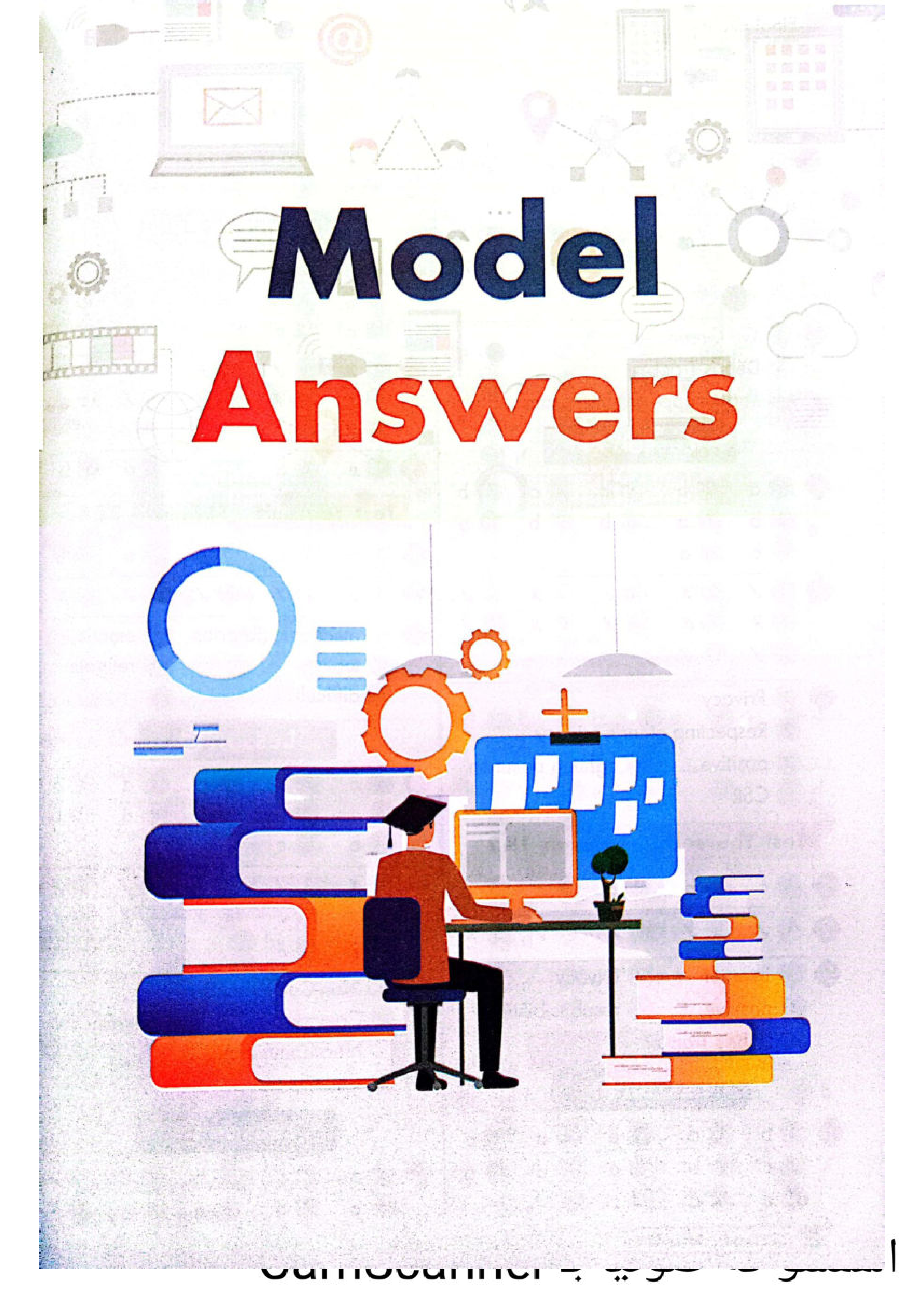
2 Choose the correct answer:

1. The color of the graph can be chosen from the command ....
   a. Add Element b. Format c. AutoSum
2. The subheadings are written in a font .... the main headings.
   a. less than b. greater than c. equal to
3. You can use .... to monitor and control home appliances.
   a. Google b. Google Maps c. sensors
4. The "Go Green" initiative aims to spread awareness of .... issues.
   a. educational b. environmental c. a and b
5. .... is a tool for editing and checking for spelling and grammar.
   a. WordPress b. Microsoft Edge c. Microsoft Editor

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Amazon is an example of .... websites.	a. Synchronous
2 You can add .... to the presentation.	b. electronic libraries
3 .... communication is real-time communication between people.	c. Task Manager
4 In the Windows operating system, programs that do not respond appear in the .... window.	d. commercial
5 The Egyptian Knowledge Bank is an example of	e. audio clips

1 .... 2 .... 3 .... 4 .... 5 ....



Model
Answers

Theme 3

Lesson 1

1
1 a, 2 b, 3 a, 4 c, 5 b, 6 b, 7 d, 8 b, 9 c

2
1 ✓, 2 ✓, 3 ✗, 4 ✓, 5 ✗, 6 ✓, 7 ✓, 8 ✓, 9 ✓, 10 ✗, 11 ✓, 12 ✓

3
1 Go Green, 2 PPE, 3 Debris Tracker, 4 #trackingppe, 5 Instagram

Lesson 2

1
1 a, 2 b, 3 b, 4 c, 5 b, 6 b, 7 a, 8 b, 9 b, 10 a, 11 b, 12 a

2
1 ✓, 2 ✗, 3 ✓, 4 ✗, 5 ✓, 6 ✗, 7 ✗, 8 ✗, 9 ✗, 10 ✓, 11 ✓, 12 ✓

3
1 Privacy, 2 Respecting other's privacy, 3 positive, 4 fighting pollution, 5 CSR

Test Yourself on Lessons 1&2

1
1 c, 2 b, 3 a, 4 c, 5 a

2
1 ✓, 2 ✓, 3 ✗, 4 ✓, 5 ✗

3
1 internet, 2 Privacy, 3 positive, 4 responsibilities, 5 Debris Tracker

Lesson 3

1
1 b, 2 d, 3 a, 4 a, 5 c, 6 c, 7 b, 8 a, 9 d, 10 a, 11 d, 12 d, 13 c

2
1 ✓, 2 ✓, 3 ✗, 4 ✓, 5 ✗, 6 ✗, 7 ✓, 8 ✗, 9 ✗, 10 ✗, 11 ✓, 12 ✓

3
1 e, 2 c, 3 a, 4 b, 5 d

Lesson 4

1
1 d, 2 a, 3 b, 4 a, 5 b, 6 a, 7 b, 8 d, 9 c, 10 b, 11 a, 12 c

2
1 ✗, 2 ✓, 3 ✗, 4 ✓, 5 ✓, 6 ✗, 7 ✓, 8 ✓, 9 ✓, 10 ✓, 11 ✗, 12 ✓

3
1 e, 2 a, 3 c, 4 d, 5 b

Test Yourself on Lessons 3&4

1
1 a, 2 c, 3 a, 4 a, 5 b

2
1 ✓, 2 ✓, 3 ✓, 4 ✓, 5 ✗

3
1 electronic libraries, 2 emojis, 3 Icons, 4 reliable, 5 difficult

Lesson 5

1
1 c, 2 b, 3 a, 4 d, 5 c, 6 a, 7 a, 8 b, 9 d, 10 b, 11 b, 12 c

2
1 ✗, 2 ✓, 3 ✗, 4 ✓, 5 ✓, 6 ✗, 7 ✓, 8 ✓, 9 ✗, 10 ✗, 11 ✓, 12 ✗

3
1 Non-Commercial, 2 Commercial, 3 Non-Commercial, 4 Non-Commercial, 5 Commercial

Lesson 6

1
1 a, 2 b, 3 b, 4 d, 5 b, 6 a, 7 a, 8 d, 9 b, 10 a



2 1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✓ 6 ✗ 7 ✗ 8 ✓

3 1 Microsoft Edge 2 Microsoft Windows 3 Microsoft Editor 4 Sentence fragments, incorrect punctuation

Test Yourself on Lessons 5&6

1 1 b 2 b 3 a 4 a 5 b

2 1 ✗ 2 ✓ 3 ✗ 4 ✗ 5 ✓

3 1 Amazon 2 Editor 3 reviews 4 digital library 5 raise awareness

Lesson 7

1 1 d 2 a 3 b 4 b 5 a 6 c 7 b 8 b 9 a 10 c 11 a 12 b 13 b

2 1 ✓ 2 ✓ 3 ✓ 4 ✗ 5 ✓ 6 ✗ 7 ✓ 8 ✓ 9 ✓ 10 ✗ 11 ✓ 12 ✓

3 1 Online museums 2 Online libraries 3 meta information 4 Google or Bing 5 Online maps

Lesson 8

1 1 d 2 b 3 b 4 d 5 b 6 d 7 c 8 b 9 a 10 d 11 c 12 a

2 1 ✗ 2 ✓ 3 ✗ 4 ✗ 5 ✗ 6 ✓ 7 ✓ 8 ✗ 9 ✓ 10 ✗ 11 ✓ 12 ✓ 13 ✗

3 1 email 2 helpful 3 Synchronous 4 Asynchronous 5 live TV show

Test Yourself on Lessons 7&8

1 1 a 2 b 3 c 4 a 5 b

2 1 ✗ 2 ✗ 3 ✗ 4 ✓ 5 ✓

3 1 response 2 Digital maps 3 Google 4 Email 5 search engines

Model Exam 1

1 1 a 2 b 3 b 4 a 5 b 6 a 7 b 8 b

2 1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✓ 6 ✓ 7 ✗

Model Exam 2

1 1 c 2 c 3 b 4 b 5 b 6 b 7 a 8 c

2 1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✗ 6 ✓ 7 ✗

Model Exam 3

1 1 b 2 b 3 a 4 a 5 a 6 b 7 a 8 b

2 1 ✗ 2 ✓ 3 ✗ 4 ✗ 5 ✓ 6 ✓ 7 ✓

Model Exam 4

1 1 a 2 d 3 a 4 a 5 a 6 d 7 c 8 c

2 1 ✓ 2 ✓ 3 ✗ 4 ✗ 5 ✓ 6 ✓ 7 ✗

Model Exam 5

1 1 b 2 b 3 a 4 a 5 b 6 a 7 c

2 1 ✗ 2 ✗ 3 ✗ 4 ✗ 5 ✓ 6 ✓ 7 ✗ 8 ✓

Theme 4

Lesson 1

1 1 b 2 a 3 d 4 a 5 d 6 a 7 a 8 b 9 c 10 a 11 b 12 b 13 d

2 1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✗ 6 ✗ 7 ✗ 8 ✓ 9 ✓ 10 ✓ 11 ✓

3 1 e 2 c 3 d 4 b 5 a

Lesson 2

1 1 c 2 a 3 c 4 b 5 c 6 d 7 a 8 a 9 b 10 c 11 a

2 1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✗ 6 ✓ 7 ✓ 8 ✗ 9 ✓ 10 ✓ 11 ✓

3 1 Office 365
2 power, 30 seconds
3 binary system 4 Updates

4 a 4 b 2 c 1 d 3

Test Yourself on Lessons 1&2

1 1 a 2 a 3 a 4 b

2 1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✓

3 1 Raspberry Pi 2 Wind
3 Google Chrome 4 Windows
5 binary system

Lesson 3

1 1 a 2 d 3 c 4 c 5 b 6 a 7 b 8 d 9 d

2 1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✗ 6 ✗ 7 ✓ 8 ✗

3 1 1 2 1001 3 5
4 1000 5 6
6 111 7 10 8 4

Lesson 4

1 1 a 2 a 3 b 4 c 5 c 6 a 7 b

2 1 ✓ 2 ✓ 3 ✗ 4 ✗ 5 ✓ 6 ✗ 7 ✓ 8 ✓ 9 ✗ 10 ✗ 11 ✓ 12 ✗ 13 ✓

3 1 MS Word 2 roles
3 Email 4 Paint
5 technology

Test Yourself on Lessons 3&4

1 1 a 2 a 3 d 4 d 5 b

2 1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✗

3 1 decimal 2 email
3 binary
4 Microsoft Office 365
5 project

Lesson 5

1 1 a 2 d 3 c 4 b 5 b 6 b 7 a 8 b 9 c 10 b 11 b 12 b 13 a

2 1 ✗ 2 ✓ 3 ✓ 4 ✓ 5 ✗ 6 ✓ 7 ✗ 8 ✓ 9 ✓ 10 ✗ 11 ✓ 12 ✗ 13 ✓

3 1 MS PowerPoint 2 " + "
3 Processing 4 " = "
5 Add Chart Element

Lesson 6

1. (1) c (2) a (3) b (4) d (5) a (6) d (7) b (8) a (9) b
2. (1) ✓ (2) ✓ (3) ✗ (4) ✓ (5) ✓ (6) ✗ (7) ✓ (8) ✗ (9) ✗ (10) ✗ (11) ✓ (12) ✗ (13) ✓ (14) ✓
3. (1) audio (2) Movie Maker (3) WordArt (4) Graphs (5) colors

Test Yourself on Lessons 5&6

1. (1) a (2) c (3) b (4) d (5) c
2. (1) ✗ (2) ✓ (3) ✗ (4) ✓ (5) ✓
3. (1) PowerPoint (2) Excel (3) Movie Maker (4) audio clips (5) EKB

Lesson 7

1. (1) b (2) a (3) c (4) a (5) a (6) b (7) c (8) b (9) a
2. (1) ✓ (2) ✗ (3) ✓ (4) ✗ (5) ✓ (6) ✗ (7) ✗ (8) ✓ (9) ✓
3. (1) e (2) c (3) b (4) d (5) a

Lesson 8

1. (1) d (2) b (3) c (4) c (5) b (6) a (7) b (8) a (9) a (10) b
2. (1) ✓ (2) ✓ (3) ✗ (4) ✗ (5) ✓ (6) ✗ (7) ✗ (8) ✓ (9) ✗ (10) ✗
3. (1) HTML (2) MS Word (3) Subheadings (4) font size, color (5) Headings

Test Yourself on Lessons 7&8

1. (1) d (2) a (3) d (4) d (5) a
2. (1) ✓ (2) ✓ (3) ✗ (4) ✗ (5) ✓
3. (1) PowerPoint (2) File (3) 30 (4) simple (5) 10

Model Exam 1

1. (1) a (2) d (3) a (4) a (5) a (6) b (7) c (8) a
2. (1) ✗ (2) ✓ (3) ✗ (4) ✗ (5) ✗ (6) ✓ (7) ✗

Model Exam 2

1. (1) c (2) b (3) b (4) b (5) b (6) a (7) a (8) a
2. (1) ✓ (2) ✗ (3) ✗ (4) ✓ (5) ✗ (6) ✗

Model Exam 3

1. (1) a (2) a (3) b (4) d (5) b (6) b (7) b (8) c
2. (1) ✓ (2) ✗ (3) ✓ (4) ✗ (5) ✓ (6) ✗ (7) ✓

Model Exam 4

1. (1) b (2) b (3) b (4) a (5) c (6) d (7) a (8) c
2. (1) ✓ (2) ✗ (3) ✗ (4) ✓ (5) ✗ (6) ✓ (7) ✗

Model Exam 5

1. (1) a (2) b (3) a (4) a (5) b (6) a (7) d (8) b
2. (1) ✓ (2) ✗ (3) ✗ (4) ✓ (5) ✓ (6) ✗ (7) ✓

Final Exams Answers

1 محافظة القاهرة - إدارة عين شمس التعليمية

1 1 a 2 c 3 c 4 b 5 b 6 c 7 c 8 a

2 1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✓ 6 ✗ 7 ✓

2 محافظة القاهرة - إدارة المستقبل التعليمية

1 1 ✓ 2 ✓ 3 ✓ 4 ✗ 5 ✓

2 1 c 2 c 3 a 4 a 5 c

3 1 Windows 2 Email 3 specific information 4 heading 5 slide sorter

3 الأزهر الشريف

1 1 b 2 a 3 d

2 1 internet 2 WordArt 3 Raspberry Pi

3 1 ✓ 2 ✗ 3 ✓

4 1 c 2 d 3 a

4 محافظة الجيزة - إدارة الهرم التعليمية

1 1 ✓ 2 ✓ 3 ✓ 4 ✓ 5 ✗

2 1 c 2 a 3 a 4 b 5 a

3 1 d 2 c 3 e 4 b 5 a

5 محافظة الجيزة - إدارة السادس من أكتوبر التعليمية

1 1 ✗ 2 ✓ 3 ✓ 4 ✗ 5 ✓

2 1 c 2 a 3 c 4 a 5 c

3 1 e 2 c 3 d 4 b 5 a

6 محافظة الإسكندرية - إدارة شرق التعليمية

1 b 2 c 3 a 4 b 5 c 6 b 7 c 8 a 9 c 10 c 11 a 12 c 13 b 14 c 15 a

7 محافظة الإسكندرية - إدارة وسط التعليمية - نموذج (1)

1 1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✗ 6 ✓ 7 ✓

2 1 b 2 a 3 a 4 b 5 a 6 c 7 a 8 c

8 محافظة الإسكندرية - إدارة العجمي التعليمية

1 1 ✗ 2 ✓ 3 ✓ 4 ✗ 5 ✓

2 1 Debris Tracker 2 Microsoft Editor 3 internet 4 programs 5 'Icon'

3 1 a 2 a 3 a 4 a 5 a

9 محافظة الإسكندرية - المنتزه أول - نموذج (1)

1 1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✗ 6 ✓ 7 ✗ 8 ✓

2 1 b 2 a 3 b 4 a 5 a 6 c 7 b

10 محافظة الإسكندرية - المنتزه أول - نموذج (2)

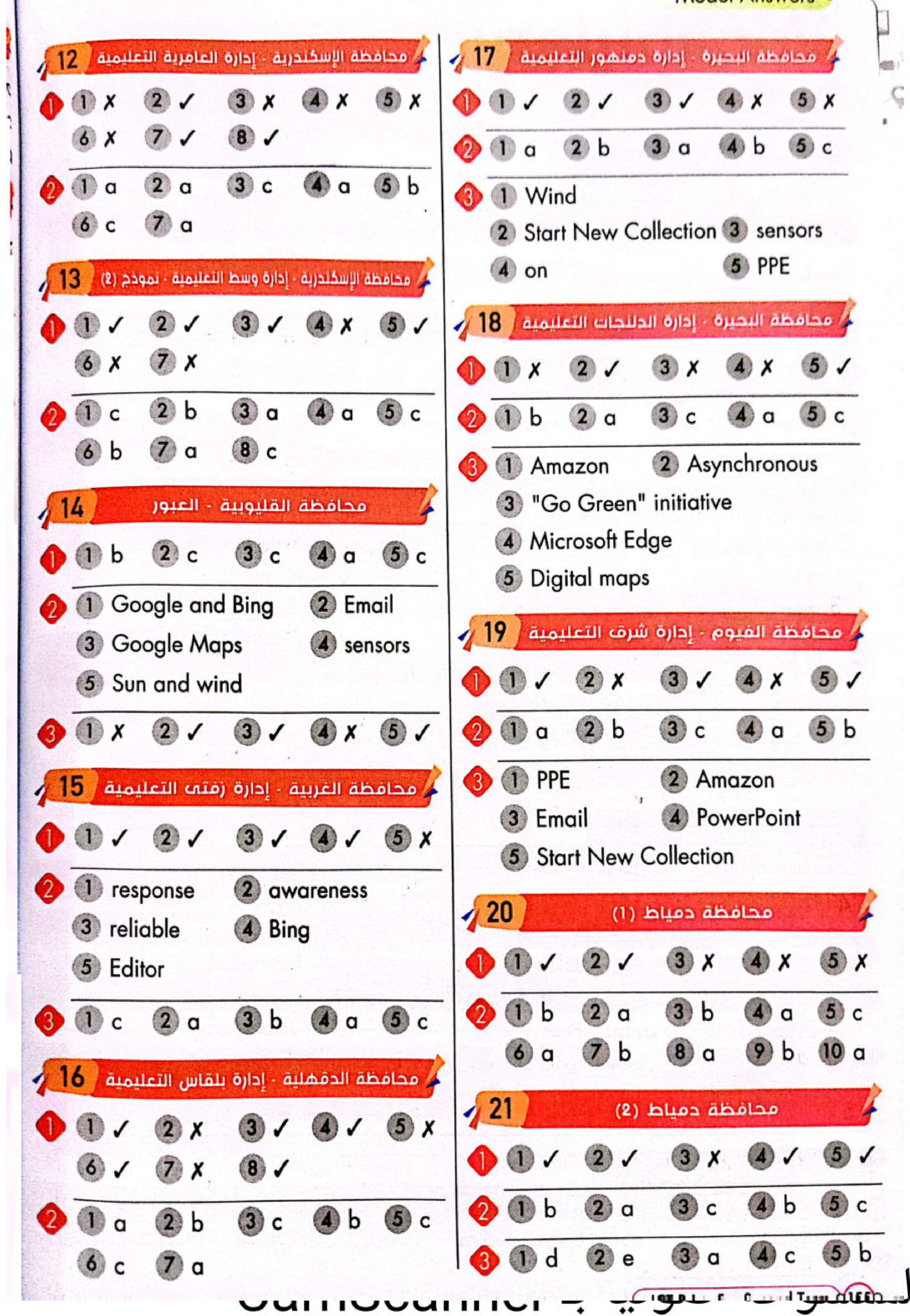
1 1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✗ 6 ✓ 7 ✗ 8 ✓

2 1 b 2 a 3 b 4 b 5 a 6 a 7 a

11 محافظة الإسكندرية - المنتزه ثان

1 1 ✓ 2 ✓ 3 ✓ 4 ✗ 5 ✓ 6 ✓ 7 ✗ 8 ✗

2 1 b 2 b 3 a 4 a 5 a 6 c 7 c



12 محافظة الإسكندرية - إدارة العامرية التعليمية

1 1 ✗ 2 ✓ 3 ✗ 4 ✗ 5 ✗ 6 ✗ 7 ✓ 8 ✓

2 1 a 2 a 3 c 4 a 5 b 6 c 7 a

13 محافظة الإسكندرية - إدارة وسط التعليمية - نموذج (2)

1 1 ✓ 2 ✓ 3 ✓ 4 ✗ 5 ✓ 6 ✗ 7 ✗

2 1 c 2 b 3 a 4 a 5 c 6 b 7 a 8 c

14 محافظة القليوبية - العبور

1 1 b 2 c 3 c 4 a 5 c

2
1. Google and Bing
2. Email
3. Google Maps
4. sensors
5. Sun and wind

3 1 ✗ 2 ✓ 3 ✓ 4 ✗ 5 ✓

15 محافظة الغربية - إدارة زفتى التعليمية

1 1 ✓ 2 ✓ 3 ✓ 4 ✓ 5 ✗

2
1. response
2. awareness
3. reliable
4. Bing
5. Editor

3 1 c 2 a 3 b 4 a 5 c

16 محافظة الدقهلية - إدارة بلقاس التعليمية

1 1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✗ 6 ✓ 7 ✗ 8 ✓

2 1 a 2 b 3 c 4 b 5 c 6 c 7 a

17 محافظة البحيرة - إدارة دمنهور التعليمية

1 1 ✓ 2 ✓ 3 ✓ 4 ✗ 5 ✗

2 1 a 2 b 3 a 4 b 5 c

3
1. Wind
2. Start New Collection
3. sensors
4. on
5. PPE

18 محافظة البحيرة - إدارة الدلنجات التعليمية

1 1 ✗ 2 ✓ 3 ✗ 4 ✗ 5 ✓

2 1 b 2 a 3 c 4 a 5 c

3
1. Amazon
2. Asynchronous
3. "Go Green" initiative
4. Microsoft Edge
5. Digital maps

19 محافظة الفيوم - إدارة شرق التعليمية

1 1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✓

2 1 a 2 b 3 c 4 a 5 b

3
1. PPE
2. Amazon
3. Email
4. PowerPoint
5. Start New Collection

20 محافظة دمياط (1)

1 1 ✓ 2 ✓ 3 ✗ 4 ✗ 5 ✗

2 1 b 2 a 3 b 4 a 5 c 6 a 7 b 8 a 9 b 10 a

21 محافظة دمياط (2)

1 1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✓

2 1 b 2 a 3 c 4 b 5 c

3 1 d 2 e 3 a 4 c 5 b

Vocabulary

Theme 3

Lesson (1)

United States	الولايات المتحدة	Explorer	المستكشف	Ambassador	سفيرة
Director	مديرة	COVID-19 pandemic	جائحة كورونا	Association	منظمة
Litter	المخلفات	Personal protective equipment	معدات الوقاية الشخصية	Debris Tracker	تطبيق متعقب المخلفات
Description	الوصف	Analyze	يحلل	Piloted	أطلقت
Campaigns	حملات	Encourage	تشجيع	Followers	متابعون
GPS	نظام تحديد المواقع العالمي	Initiative	مبادرة	Spread awareness	نشر الوعي
Environmental issues	القضايا البيئية	Natural resources	الموارد الطبيعية		

Lesson (2)

Digital citizen	المواطن الرقمي	Rights	حقوق	Responsibilities	مسئوليات
Privacy	خصوصية	Protection	حماية	Piracy	القرصنة
Engage	يشارك	Access	الوصول إلى	Respect	احترام
Exhibit	يعرض	Behavior	سلوك	Health care	الرعاية الصحية
Fighting	مكافحة	Climate change	تغيُّر المناخ	Express	يعبر
Opinions	آراء	Clear	واضحة	Responsible	مسئول
Content	محتوى	Advertise	يعلن	Addressing	معالجة
Supporting	دعم				

Lesson (3)

Communication	التواصل	Nickname	اسم مستعار	Authority	مسئول
Emotions	مشاعر	Polite	مهذب	Visible	مرئية
Respectful	محترم	Convey	ينقل	Avoid	تجنب
Appropriate	مناسب	Jokes	النكت	Nonverbal	غير شفهي
Introduce yourself	عرِّف بنفسك	Tone of voice	نبرة الصوت	Be clear	كن واضحًا
Misinterpreted	إساءة فهم	Peer	قرين	Unfortunately	للأسف
Abbreviate	اختصر	Contractions	اختصارات	Personal pronouns	ضمائر شخصية
Encouraging phrases	عبارات تشجيعية				

Lesson (4)

Articles	المقالات	Menus	القوائم	Dictionaries	القواميس
Scrolling	التمرير	Encyclopedias	الموسوعات	Taglines	عبارات توضيحية

Interactive files الملفات التفاعلية	Overall theme لمحة عامة	Accurate دقيق
Creation إنشاء	Copyright حقوق النشر	Template نموذج
Features سمات	Homepage الصفحة الرئيسية	

Lesson (5)

Commercial تجارية	Non-commercial غير تجارية	Advertisements إعلانات
Opinions آراء	Products منتجات	Fake غير حقيقية
Services خدمات	Decision قرار	Misleading مضللة
Sell يبيع	Buy يشتري	Appealing مرغوب
Awareness الوعي	Customer reviews تعليقات العملاء	Rival business شركة منافسة
Geographic location الموقع الجغرافي		

Lesson (6)

Web browser متصفح الويب	Conciseness الإيجاز	Current page الصفحة الحالية
Graphs رسوم بيانية	Clarity الوضوح	Refinements محسنات
Toolbar شريط الأدوات	Charts مخططات	Punctuation علامات الترقيم
Sentence fragments أشباه الجمل	Links روابط	Capitalization errors أخطاء الأحرف الكبيرة

Lesson (7)

Encyclopedias موسوعات	Thesauruses معاجم	Search engine محرك البحث
Library مكتبة	Copyright حقوق النشر	Keywords كلمات مفتاحية
Accurate دقيقة	Directions اتجاهات	Meta information معلومات وصفية
Display استعراض	Museums متاحف	Icons أيقونات
Appropriate مناسبة	Unreliable غير موثوقة	

Lesson (8)

Synchronous متزامن	Polite مهذب	Response رد
Real-time الوقت الفعلي	Patient صبور	Complicated معقد
Immediate فوري	Asynchronous غير متزامن	Tone أسلوب
Serious جاد	Lighthearted لطيف	Clear واضح

Theme 4

Lesson (1)

PhD شهادة الدكتوراه	Air conditioners مكيفات الهواء	Infrastructure بنية تحتية
Agricultural land الرقعة الزراعية	Progress تقدم	Food security الأمن الغذائي

Fossil fuel	الوقود الحفري	Reclaimed areas	المناطق المستصلحة	Efficiency	كفاءة
Monitoring	المراقبة	Thermostat	منظم الحرارة	Remote sensing	الاستشعار عن بُعْد
Sensors	أجهزة الاستشعار	Make decisions	اتخاذ القرارات	Irrigation	الري

Lesson (2)

Reliable	موثوق	Not responding	لا يستجيب	Efficiently	كفاءة
Restarting	إعادة التشغيل	Instructions	تعليمات	Binary	العد الثنائي
Investigating	التقصي				

Lesson (3)

Store	حفظ	Value	قيمة	Decimal system	نظام العد العشري
Quantity	كمية				

Lesson (4)

Planning	التخطيط	Section	جزء	Assign roles	وزِّع الأدوار
Interests	الاهتمامات	Environmental issues	قضايا بيئية	Numerous users	مستخدمون متعددون
Insert	إدراج	Attach a document	إرفاق مستند	Explorer	مستكشف

Lesson (5)

Gathering	تجميع	Formula	معادلة	Useful	مفيد
Chart	رسم بياني	AutoSum	جمع تلقائي	Classify	تصنيف
Numeric data	البيانات الرقمية				

Lesson (6)

Presenting	تقديم	Bold	عريض	Audience	جمهور
Impact	تأثير	Content	المحتوى	Photographs	الصور الفوتوجرافية
Appealing way	طريقة جذابة	Enhance	تعزيز	Emphasis	إبراز
Distracting	تشتيت الانتباه				

Lesson (7)

Storyboards	لوحة العمل	Outline	خطوط عريضة	Chart	مخطط
Organize	ينظم	Sequence	تسلسل	Pre-visualize	تصوُّر مسبق

Lesson (8)

Principles	مبادئ	Attention	انتباه	Variety	متنوع
Subheading	العنوان الفرعي	Heading	العنوان	Suitable	مناسب
Successfully	بنجاح				

Model Exam 1

Exams 2023

1 Choose the correct answer:

1. Ms. Keiner is a Global Goals Ambassador for the ....
   a. United States b. United Nations c. United Emirates
2. You can use digital tools as .... to help others and contribute in social activities.
   a. YouTube b. the EKB c. social media
3. .... is an example of a commercial website.
   a. The EKB b. Amazon c. WordPress
4. You can use .... to check for spelling and grammar.
   a. Microsoft Editor b. Microsoft Excel c. Microsoft Windows
5. Nowadays, ... is/are being used instead of power generated from fossil fuels.
   a. solar energy b. natural gas and oil c. a&b
6. Humans use the .... system to communicate using numbers.
   a. binary b. decimal c. octal
7. You can use .... program to make a film from a selection of images.
   a. Movie Maker b. Excel c. Word
8. A web page's .... break up information and allow your audience to see what a particular section of your story is about.
   a. heading b. subheadings c. main text

2 Put (✓) or (✗):

1. You should always be respectful when communicating with others. ( )
2. The EKB offers material that is subject to copyright. ( )
3. All online information is trusted. ( )
4. Recorded videos are an example of asynchronous communication. ( )
5. The binary system uses only the values 1&2. ( )
6. It is not available to edit a Word document by different users at in different places. ( )
7. When researching a topic, you should first define a research question. ( )

Model Exam 2

1 Choose the correct answer:

1. Dr. Ponce de Leon uses technology to collect data to .... for the future.
   a. plan b. manage teams c. save energy
2. The number of slides in a presentation should not be more than .... slides.
   a. 10 b. 20 c. 30
3. Microsoft Word can be edited by numerous users in different locations, if there is an available ....
   a. keyboard b. printer c. internet connection
4. The .... system is called the base ten system.
   a. binary b. decimal c. octal
5. Computers understand .... signals.
   a. optical b. electrical c. a&b
6. You can use the internet to communicate ....
   a. synchronously b. asynchronously c. a&b
7. A Creative Commons search is a resource to find .... materials.
   a. copyright-free b. protected c. digital
8. The .... is/are (an) example(s) of reliable online libraries.
   a. Alexandria Digital Library b. EKB
   c. a&b

2 Put (✓) or (✗):

1. Synchronous communication occurs in real-time communication. ( )
2. Your story should not have a heading on your web page. ( )
3. The binary numbers system is called the base ten system. ( )
4. Dr. Diego used technology to reduce energy waste. ( )
5. Google Chrome is a type of browsers that comes with Windows. ( )
6. The purpose of non-commercial websites is to sell products or services ( )
7. CSR is an abbreviation for corporate social responsibility. ( )



Model Exam 3

1 Choose the correct answer:

1. .... allow(s) you to read more about the site before clicking on the link.
   a. Online libraries b. Meta information
   c. The Egyptian Knowledge Bank
2. The Egyptian Ministry of Environment started "Go Green" initiative in 2019, on the basis of ....
   a. social studies b. social responsibility c. a & b
3. If you're communicating with your teacher, you should use ....
   a. jokes b. titles c. his first name
4. The purpose of commercial websites is to ....
   a. provide information b. raise awareness c. sell products
5. In Egypt, a data and information management system was built to improve .... system.
   a. irrigation b. investment c. industry
6. In the decimal system, we use .... number symbol(s) to represent all possible numbers.
   a. one b. two c. ten
7. You can use .... to enhance a text or image in your presentation.
   a. audio b. video c. a & b
8. The font used in a PowerPoint presentation is recommended to be smaller than .... point size.
   a. 10 b. 20 c. 30

2 Put (✓) or (X):

1. You should exhibit positive behavior in interactions with others. ( )
2. The Alexandria Digital Library is considered one of the unreliable online sources. ( )
3. You can't add videos or links within a collection in Microsoft Edge. ( )
4. Always be sure your message is clear when communicating online. ( )
5. Assigning roles to the group members is crucial when starting a project. ( )
6. All online sources are safe to download programs. ( )
7. AutoSum is used to divide cell values automatically in Excel. ( )



Model Exam 4

1 Choose the correct answer:

1. You can use Microsoft Word to create ....
   a. report b. web pages c. a & b
2. Computers use the .... system to store data more efficiently.
   a. binary numbers b. decimal c. octal
3. To add titles or labels of a graph, you can choose .... from the toolbar.
   a. Add Chart Element b. Format c. Change chart type
4. .... is an example of synchronous communication.
   a. Email b. Live TV show c. A recorded video
5. We can use specialized search engines, such as ....
   a. Bing b. Google Chrome c. a&b
6. The .... feature in Microsoft Edge organizes research in one place.
   a. Selections b. Collections c. Toolbar
7. .... includes short pieces of information about the website.
   a. Icons b. Menus c. About link
8. When you are making a video chat with your friend, your emotions will be ....
   a. visible b. invisible c. no correct answer

2 Put (✓) or (✗):

1. The 10-20-30 rule is used in MS Excel. ( )
2. You can put important text in a different color to emphasis specific information. ( )
3. The number 5 in the binary system is equivalent to (101) in the binary system. ( )
4. Dr. Ponce was unable to balance the power grid by moving the electricity. ( )
5. Extreme reactions to products are usually good indicators of a product's true value. ( )
6. The EKB includes articles, dictionaries, encyclopedias, and videos. ( )
7. Ms. Keiner was collecting litter data alone. ( )

Model Exam 5

1 Choose the correct answer:

1. Ms. Keiner used an app called .... to collect data about PPE litter.
   a. the Debris Tracker b. Zoom c. Satellite
2. .... is one of your responsibilities as a digital citizen.
   a. Privacy b. Respecting other's privacy c. a & b
3. Even in more formal situations, it's usually safe to use .... positive emojis.
   a. zero b. one or two c. more
4. .... communication is useful when you are writing about everyday matter to family and you need an immediate or quick response.
   a. Synchronous b. Asynchronous c. a & b
5. Thermostat is used in refrigerators to measure the ....
   a. temperature b. energy c. humidity
6. You can use .... to save the images you create and insert them into your document.
   a. Microsoft Word b. Paint c. email
7. You can change the color of a graph/chart using .... from the toolbar.
   a. Format b. Quick Layout C. Change chart type
8. Storyboards in MS PowerPoint allows you to ....
   a. plan your ideas b. make videos c. collect data

2 Put (✓) or (✗):

1. Websites menus waste time when you search for information. ( )
2. Amazon is an example of commercial websites. ( )
3. Google Maps are considered accurate and they are regularly updated. ( )
4. You must install update for programs manually. ( )
5. WordArt is an amazing Excel feature. ( )
6. You can use Microsoft Word to create a web page. ( )
7. Digital books found on your device require an internet connection to be able to use them. ( )

Model Exam 6

1 Choose the correct answer:

1. Egyptian Knowledge Bank has content suitable for ....
   a. children only b. teachers only c. all ages
2. Peg Keiner uses .... to spread information about how to safely get rid of the problem of PPE.
   a. social media b. WhatsApp c. EKB
3. Customer reviews help customers decide if they want to .... a particular product or not.
   a. sell b. buy c. check
4. Online libraries such as .... have secure, verified information.
   a. Wikipedia b. the Alexandria Library
   c. social media
5. Dr. Diego develops the use of technology to build data systems related to ....
   a. renewable energy b. fossil fuels c. debris
6. In computer binary system, number (1) means ....
   a. on b. off c. pass
7. You can use .... to send your work to your colleague.
   a. Microsoft Word b. Paint c. email
8. .... Program is used to create tables and graphs.
   a. MS Word b. MS Excel c. MS PowerPoint

2 Put (✓) or (✗):

1. Be clear about your message when writing to someone for the first time. (   )
2. Commercial websites often include customer reviews. (   )
3. Synchronous communication is useful any time. (   )
4. The decimal number system is called base ten system. (   )
5. Graphs and charts are a good way to share data. (   )
6. Be sure the font size is easy to read in your presentation. (   )
7. You can save a web page from Edit menu. (   )



Model Exam 7

1 Choose the correct answer:

1. .... communication is a real-time communication between people.
   a. Synchronous b. Asynchronous c. both of them
2. .... is the language that will be displayed on a web browser.
   a. PHP b. HTML c. HMLT
3. You can use .... to add the values of cells in Excel.
   a. + b. - c. =
4. The binary system is used to send, receive and .... information on digital electronic devices.
   a. process b. delete c. store
5. If you download a software program, you can find the program in the .... folder.
   a. Installed b. Favorite c. Downloads
6. The electricity used by air conditioners in summer is .... the electricity used in winter.
   a. more than b. less than c. the same as
7. The meta information for the sites are placed .... each link.
   a. above b. below c. opposite to
8. Microsoft Edge is a/an .... that comes with Microsoft Windows.
   a. search engine b. web browser c. antivirus

2 Put (✓) or (✗):

1. A PowerPoint Presentation should present too much information. ( )
2. Photographs should be proper to your topic when you are designing a web page. ( )
3. You cannot attach a document to your email. ( )
4. We can use technology to solve many problems. ( )
5. Video chats and live television shows are examples of asynchronous communication. ( )
6. You can visit museums digitally through digital tools. ( )
7. We should depend on fake reviews when evaluating products and services. ( )



Model Exam 8

1 Choose the correct answer:

1. If you are writing to a person that you have never met, you should .... yourself first.
   a. introduce b. produce c. engage
2. One of the ways to respect online sources is to .... the sources.
   a. ignore b. credit c. download
3. Nonverbal communication doesn't show ....
   a. eye contact b. gestures & posture c. a & b
4. If someone writes a comment: "It is a very bad product, I wish I could evaluate it with zero!", this is considered a .... comment.
   a. positive b. negative c. none of the previous
5. .... communication doesn't (don't) occur in real time and doesn't (don't) require an immediate response.
   a. Synchronous b. Asynchronous c. Both of them
6. .... communication doesn't (don't) occur in real time and doesn't (don't) require an instant response.
   a. Synchronous b. Asynchronous c. Both of them
7. Dr. Ponce de Leon used .... to monitor the appliances.
   a. sensors b. thermostats c. WiFi
8. Computers only understand information represented by ....
   a. 1s b. 0s c. a & b

2 Put (✓) or (✗):

1. Being socially responsible includes being careful of the websites you use. ( )
2. The "Go Green" initiative covers only two environmental issues. ( )
3. Some websites have search engines inside. ( )
4. You can get the Editor online extension to use the Editor when you search or write emails. ( )
5. Specialized search engines may lead you to unreliable pages or unsafe pages. ( )
6. Some programs can be updated automatically. ( )
7. As a person in charge, be sure to answer any questions that your group members may have. ( )

Model Exam 9

1 Choose the correct answer:

1. You can use the .... in PowerPoint to offer alternatives to the normal black-and-white design of your presentation.
   a. Design tab b. View tab c. Insert tab
2. You can use .... to write a report.
   a. MS Word b. MS Excel c. MS PowerPoint
3. The .... system is called the base two system.
   a. binary b. decimal c. octal
4. To solve the problem of a screen freezing, you can use ....
   a. Alt, Tab, and Del b. Alt, Ctrl, and Del c. Alt, Ctrl, and Tab
5. .... communication is/are useful when you are writing about serious or complicated matters to someone you don't know well.
   a. Synchronous b. Asynchronous c. Both of them
6. Using Collections feature in Microsoft Edge, you can add ....
   a. videos b. images c. a & b
7. Websites can use information about the sites you visit to show .... about your interests.
   a. reviews b. advertisements c. information
8. The EKB and ADL websites have specialized ....
   a. personal information b. search engines
   c. a & b

2 Put (✓) or (✗):

1. Web pages include large images only. ( )
2. You can insert shapes in MS Word only. ( )
3. You have to discuss the tools needed to complete each section of the project after finishing the project. ( )
4. All software updates require a restart. ( )
5. Electricity uses in a certain town changes throughout the day. ( )
6. Online libraries sometimes include dictionaries, thesauruses, and encyclopedias in the same site. ( )
7. You can drag charts, graphs, links and texts into a collection in Microsoft Edge. ( )

Model Exam 10

1 Choose the correct answer:

1. When using EKB, ... help you to save time and find information easily.
   a. icons b. menus c. URL
2. Companies helping others by addressing environmental concerns or supporting important causes is called ....
   a. CSR b. GPR c. PPE
3. If you're communicating with a peer you don't know well, be sure to use their ....
   a. first name b. nickname c. abbreviations
4. .... allow visitors to contact or learn more about the people involved in a website.
   a. About link b. Contact link c. a & b
5. A rival business can post a fake .... reviews on their competitors' sites to prevent potential customers from making a purchase.
   a. positive b. negative c. none of the previous
6. .... are helpful for searching different media, such as images or videos online.
   a. Online libraries b. Online museums c. Online maps
7. .... is the program used to handle numeric data.
   a. Word b. Excel c. PowerPoint
8. .... are considered a good way to share data, especially numbers.
   a. Graphs b. Charts c. Both of them

2 Put (✓) or (✗):

1. The factors affecting climate change are considered one of the most important social issues. ( )
2. In formal situations, you should not use emojis. ( )
3. It is recommended to make your site visually appealing and user friendly. ( )
4. A product's review that's overly positive or negative should be trusted. ( )
5. One of the most famous search engines is Bing. ( )
6. Asynchronous communication does not require an instant response. ( )
7. We can use technology to solve many problems. ( )